

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended January 31, 2020**

**Revenues**

There have been some tax receipts in January, but we should start to receive more tax receipts in February. **Interest Income** was higher than budgeted due to investments being set up with longer maturities providing higher rates of returns.

**Expenditures**

**Total Expenditures** were \$ 81,538 under budget for the month and year.

**Salaries** is under budget by \$ 10,605 for January and the year. There are a few open positions at this time.

**Books** is over budget by \$ 1,477 for the month and year.

**Automation - Consultant** is over budget by \$ 1,057 for January and the year.

**Automation-Maintenance** is over budget by \$ 18,212 for the month and year.

**Library Furniture** is over budget by \$ 93,484 for January and the year.

**Association Dues & Fees** is over budget by \$ 760 for the month and year.

**Office Supplies** is over budget by \$ 775 for January and the year.

**Orland Park Public Library  
Balance Sheet - All Funds  
January 31, 2020**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	224,587	0	84,104		308,690
Cash - Marquette E-Commerce	5,507				5,507
PMA Financial Investments	2,830,961	1,061,480		610,912	4,503,353
Tax Receipts - Marquette	29,721			1,968	31,689
Special Reserve - Marquette	2	14,740			14,742
PMA Construction Account	2,802,220			0	2,802,220
Construction Account - Marquette	830				830
Petty Cash	300				300
Interest Receivable	55,660	2,205		0	57,865
Property Taxes Receivable	5,758,855			536,734	6,295,589
Prepaid Expenses	207,323				207,323
Due from Debt Service	0	0	0	0	0
<b>Total Assets</b>	<b><u>11,915,964</u></b>	<b><u>1,078,425</u></b>	<b><u>84,104</u></b>	<b><u>1,149,614</u></b>	<b><u>14,228,107</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	5,758,855	0	0	536,734	6,295,589
Accounts Payable	183,593	0	0	0	183,593
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	7,159	7,159
<b>Total Liabilities</b>	<b><u>5,942,449</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>543,893</u></b>	<b><u>6,486,341</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b><u>6,446,367</u></b>	<b><u>1,076,794</u></b>	<b><u>79,100</u></b>	<b><u>608,351</u></b>	<b><u>8,210,612</u></b>
<b>Fund Balance - Nonspendable</b>	<b><u>207,323</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>207,323</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>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>-693,771</u></b>	<b><u>1,631</u></b>	<b><u>5,004</u></b>	<b><u>-2,628</u></b>	<b><u>-689,763</u></b>
<b>Ending Fund Balance</b>	<b><u>5,973,516</u></b>	<b><u>1,078,425</u></b>	<b><u>84,104</u></b>	<b><u>605,721</u></b>	<b><u>7,741,764</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>11,915,964</u></b>	<b><u>1,078,425</u></b>	<b><u>84,104</u></b>	<b><u>1,149,614</u></b>	<b><u>14,228,107</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended January 31, 2020**

	<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	890	479,979	0.2%	890	479,979	0.0%	5,759,745
Impact Fees	2,000	417	479.6%	2,000	417	40.0%	5,000
Replacement Taxes	-	1,250	0.0%	0	1,250	0.0%	15,000
State Grants	-	5,908	0.0%	0	5,908	0.0%	70,900
Non Resident Fees	(393)	200	-196.5%	-393	200	-16.4%	2,400
Fines	4,478	4,500	99.5%	4,478	4,500	8.3%	54,000
Gifts	-	750	0.0%	0	750	0.0%	9,000
Copy Machine	1,040	1,000	104.0%	1,040	1,000	8.7%	12,000
Interest Income	9,954	7,496	132.8%	9,954	7,496	11.1%	89,955
Miscellaneous Income	471	583	80.8%	471	583	6.7%	7,000
<b>Total Revenues</b>	<b>18,440</b>	<b>502,083</b>	<b>3.7%</b>	<b>18,440</b>	<b>502,083</b>	<b>0.3%</b>	<b>6,025,000</b>
<b>Expenditures</b>							
Salaries	227,442	238,047	95.5%	227,442	238,047	8.0%	2,856,566
Salaries-Maintenance	11,096	11,942	92.9%	11,096	11,942	7.7%	143,309
Life/Health Insurance	24,697	45,750	54.0%	24,697	45,750	4.5%	549,000
Books	26,435	24,958	105.9%	26,435	24,958	8.8%	299,500
Electronic Databases	7,361	7,500	98.2%	7,361	7,500	8.2%	90,000
Periodicals	3,341	2,917	114.5%	3,341	2,917	9.5%	35,000
Audio Visual Materials	13,266	15,000	88.4%	13,266	15,000	7.4%	180,000
Audio Visual Equipment	0	1,333	0.0%	0	1,333	0.0%	16,000
Book Rebinding	0	0	0.0%	0	0	0.0%	0
Payroll Services	1,168	998	117.1%	1,168	998	9.8%	11,975
Insurance	3,653	3,917	93.3%	3,653	3,917	7.8%	47,000
Landscaping & Groundskeeping	290	2,083	13.9%	290	2,083	1.2%	25,000
Building Maintenance	24,203	25,833	93.7%	24,203	25,833	7.8%	310,000
Security System	0	583	0.0%	0	583	0.0%	7,000
Library Office & Equipment	0	63	0.0%	0	63	0.0%	750
Legal	3,297	3,467	95.1%	3,297	3,467	7.9%	41,600
Library Consultant	500	7,500	6.7%	500	7,500	0.6%	90,000
Electricity	0	0	0.0%	0	0	0.0%	0
Water & Sewer	946	1,079	87.7%	946	1,079	7.3%	12,950
Natural Gas	2,470	3,375	73.2%	2,470	3,375	6.1%	40,500
Telephone	646	775	83.4%	646	775	6.9%	9,300
Purchase - New Equipment	0	0	0.0%	0	0	0.0%	0
Building & Custodial Supplies	2,586	3,292	78.6%	2,586	3,292	6.5%	39,500
Building Repairs	(99)	1,500	-6.6%	-99	1,500	-0.6%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,568	1,250	125.5%	1,568	1,250	10.5%	15,000
Machine Rental	0	100	0.0%	0	100	0.0%	1,200
Automation - Equipment	506	2,917	17.4%	506	2,917	1.4%	35,000
Automation - Line Costs	684	833	82.1%	684	833	6.8%	10,000
Automation - Consultant	3,640	2,583	140.9%	3,640	2,583	11.7%	31,000
Automation - Maintenance	25,712	7,500	342.8%	25,712	7,500	28.6%	90,000
Library Furniture	114,317	20,833	548.7%	114,317	20,833	45.7%	250,000
Outreach Services	256	792	32.4%	256	792	2.7%	9,500

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended January 31, 2020**

	<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	194	500	38.8%	194	500	3.2%	6,000
Staff Training & Education	282	1,667	16.9%	282	1,667	1.4%	20,000
Conference Fees	0	583	0.0%	0	583	0.0%	7,000
Patron Programs & Events	2,864	3,625	79.0%	2,864	3,625	6.6%	43,500
Association Dues & Fees	1,260	500	252.0%	1,260	500	21.0%	6,000
Public Information	0	3,625	0.0%	0	3,625	0.0%	43,500
Library Supplies	2,751	3,750	73.3%	2,751	3,750	6.1%	45,000
Office Supplies	1,275	500	255.1%	1,275	500	21.3%	6,000
Postage	503	1,458	34.5%	503	1,458	2.9%	17,500
Printing	0	958	0.0%	0	958	0.0%	11,500
Contingency	0	0	0.0%	0	0	0.0%	0
Contribution to IMRF	21,228	22,000	96.5%	21,228	22,000	8.0%	264,000
Contribution to FICA	17,725	19,125	92.7%	17,725	19,125	7.7%	229,500
Audit	500	1,196	41.8%	500	1,196	3.5%	14,350
Liability Ins.-D&O,Bonds,WC	2,164	3,833	56.5%	2,164	3,833	4.7%	46,000
Unemployment Compensation	0	0	0.0%	0	0	0.0%	0
Bank Charges	25	43	58.1%	25	43	5.0%	500
Building Renovations	161,458	291,667	55.4%	161,458	291,667	4.6%	3,500,000
<b>Total Expenditures</b>	<b>712,212</b>	<b>793,750</b>	<b>89.7%</b>	<b>712,212</b>	<b>793,750</b>	<b>7.5%</b>	<b>9,525,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(693,771)</b>	<b>(291,667)</b>		<b>(693,771)</b>	<b>(291,667)</b>		<b>(3,500,000)</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>(693,771)</b>	<b>(291,667)</b>		<b>(693,771)</b>	<b>(291,667)</b>		<b>(3,500,000)</b>

Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended January 31, 2020

	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	83	83
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	1,631	1,631	4	4	868	868
Capital Campaign	0	0	5,000	5,000	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>Total Revenues</b>	<b>1,631</b>	<b>1,631</b>	<b>5,004</b>	<b>5,004</b>	<b>951</b>	<b>951</b>
<b>Expenditures</b>						
Building Repairs	0	0	0	0	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	3,579	3,579
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,579</b>	<b>3,579</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>1,631</b>	<b>1,631</b>	<b>5,004</b>	<b>5,004</b>	<b>-2,628</b>	<b>-2,628</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>1,631</b>	<b>1,631</b>	<b>5,004</b>	<b>5,004</b>	<b>-2,628</b>	<b>-2,628</b>