

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended February 29, 2020**

**Revenues**

Tax Receipts have started to come in February, 2020. **Interest Income** was higher than budgeted due to Investments being set up with longer maturities providing higher rates of return.

**Expenditures**

**Total Expenditures** were \$ 381,963 under budget for the month and \$ 463,503 under budget on a year-to-date basis.

**Salaries** is under budget by \$ 15,978 for February and \$26,582 under budget on a year-to-date basis. There are a few open positions at this time.

**Payroll Services** is over budget by \$ 618 for the month and over budget on a year-to-date basis.

**Outreach Services** is over budget by \$ 2,160 for February and over budget on a year-to-date basis.

**Patron Programs & Events** is over budget by \$2,140 for the month and over budget on a year-to-date basis.

**Library Supplies** is over budget by \$ 2,164 for February and over budget on a year-to-date basis.

**Orland Park Public Library  
Balance Sheet - All Funds  
February 29, 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	285,441	0	84,758		370,199
Cash - Marquette E-Commerce	5,139				5,139
PMA Financial Investments	3,110,615	1,065,078		680,390	4,856,083
Tax Receipts - Marquette	26,451			622	27,073
Special Reserve - Marquette	2	14,740			14,742
PMA Construction Account	2,644,587			0	2,644,587
Construction Account - Marquette	1,352				1,352
Petty Cash	300				300
Interest Receivable	58,762	0		0	58,762
Property Taxes Receivable	5,036,452			469,367	5,505,818
Prepaid Expenses	199,618				199,618
Due from Debt Service	0	0	0	0	0
<b>Total Assets</b>	<b><u>11,368,719</u></b>	<b><u>1,079,819</u></b>	<b><u>84,758</u></b>	<b><u>1,150,379</u></b>	<b><u>13,683,674</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	5,036,452	0	0	469,367	5,505,818
Accounts Payable	31,081	0	0	0	31,081
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	10,738	10,738
<b>Total Liabilities</b>	<b><u>5,067,533</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>480,105</u></b>	<b><u>5,547,637</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>6,454,072</b>	<b>1,076,794</b>	<b>79,100</b>	<b>608,351</b>	<b>8,218,316</b>
<b>Fund Balance - Nonspendable</b>	<b>199,618</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>199,618</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><u>-366,101</u></b>	<b><u>3,025</u></b>	<b><u>5,658</u></b>	<b><u>61,925</u></b>	<b><u>-295,492</u></b>
<b>Ending Fund Balance</b>	<b><u>6,301,186</u></b>	<b><u>1,079,819</u></b>	<b><u>84,758</u></b>	<b><u>670,274</u></b>	<b><u>8,136,035</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>11,368,719</u></b>	<b><u>1,079,819</u></b>	<b><u>84,758</u></b>	<b><u>1,150,379</u></b>	<b><u>13,683,674</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended February 29, 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><u>Revenues</u></b>							
Taxes	722,403	479,979	150.5%	723,293	959,958	12.6%	5,759,745
Impact Fees	2,360	417	566.0%	4,360	833	87.2%	5,000
Replacement Taxes	-	1,250	0.0%	0	2,500	0.0%	15,000
State Grants	-	5,908	0.0%	0	11,817	0.0%	70,900
Non Resident Fees	124	200	61.8%	-269	400	-11.2%	2,400
Fines	3,945	4,500	87.7%	8,424	9,000	15.6%	54,000
Gifts	50	750	6.7%	50	1,500	0.6%	9,000
Copy Machine	902	1,000	90.2%	1,942	2,000	16.2%	12,000
Interest Income	8,114	7,496	108.2%	18,068	14,993	20.1%	89,955
Miscellaneous Income	1,559	583	267.5%	2,030	1,167	29.0%	7,000
<b>Total Revenues</b>	<b>739,458</b>	<b>502,083</b>	<b>147.3%</b>	<b>757,898</b>	<b>1,004,168</b>	<b>12.6%</b>	<b>6,025,000</b>
<b><u>Expenditures</u></b>							
Salaries	222,069	238,047	93.3%	449,512	476,094	15.7%	2,856,566
Salaries-Maintenance	8,082	11,942	67.7%	19,178	23,885	13.4%	143,309
Life/Health Insurance	36,346	45,750	79.4%	61,043	91,500	11.1%	549,000
Books	19,890	24,958	79.7%	46,325	49,917	15.5%	299,500
Electronic Databases	7,361	7,500	98.2%	14,723	15,000	16.4%	90,000
Periodicals	2,554	2,917	87.6%	5,895	5,833	16.8%	35,000
Audio Visual Materials	12,428	15,000	82.9%	25,694	30,000	14.3%	180,000
Audio Visual Equipment	0	1,333	0.0%	0	2,667	0.0%	16,000
Book Rebinding	0	0	0.0%	0	0	0.0%	0
Payroll Services	1,616	998	161.9%	2,784	1,996	23.2%	11,975
Insurance	3,653	3,917	93.3%	7,307	7,833	15.5%	47,000
Landscaping & Groundskeeping	0	2,083	0.0%	290	4,167	1.2%	25,000
Building Maintenance	18,926	25,833	73.3%	43,129	51,667	13.9%	310,000
Security System	0	583	0.0%	0	1,167	0.0%	7,000
Library Office & Equipment	0	63	0.0%	0	125	0.0%	750
Legal	2,990	3,467	86.2%	6,287	6,933	15.1%	41,600
Library Consultant	1,275	7,500	17.0%	1,775	15,000	2.0%	90,000
Electricity	0	0	0.0%	0	0	0.0%	0
Water & Sewer	0	1,079	0.0%	946	2,158	7.3%	12,950
Natural Gas	3,702	3,375	109.7%	6,172	6,750	15.2%	40,500
Telephone	387	775	50.0%	1,034	1,550	11.1%	9,300
Purchase - New Equipment	0	0	0.0%	0	0	0.0%	0
Building & Custodial Supplies	2,117	3,292	64.3%	4,703	6,583	11.9%	39,500
Building Repairs	0	1,500	0.0%	-99	3,000	-0.6%	18,000
Lib. & Off. Eqpt Rep. & Maint	814	1,250	65.1%	2,382	2,500	15.9%	15,000
Machine Rental	233	100	233.0%	233	200	19.4%	1,200
Automation - Equipment	2,332	2,917	80.0%	2,839	5,833	8.1%	35,000
Automation - Line Costs	685	833	82.2%	1,369	1,667	13.7%	10,000
Automation - Consultant	2,140	2,583	82.8%	5,780	5,167	18.6%	31,000
Automation - Maintenance	4,925	7,500	65.7%	30,637	15,000	34.0%	90,000
Library Furniture	0	20,833	0.0%	114,317	41,667	45.7%	250,000
Outreach Services	2,952	792	372.7%	3,208	1,583	33.8%	9,500

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended February 29, 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	75	500	15.0%	269	1,000	4.5%	6,000
Staff Training & Education	697	1,667	41.8%	979	3,333	4.9%	20,000
Conference Fees	475	583	81.5%	475	1,167	6.8%	7,000
Patron Programs & Events	5,765	3,625	159.0%	8,629	7,250	19.8%	43,500
Association Dues & Fees	0	500	0.0%	1,260	1,000	21.0%	6,000
Public Information	61	3,625	1.7%	61	7,250	0.1%	43,500
Library Supplies	5,914	3,750	157.7%	8,665	7,500	19.3%	45,000
Office Supplies	234	500	46.8%	1,509	1,000	25.2%	6,000
Postage	919	1,458	63.0%	1,422	2,917	8.1%	17,500
Printing	0	958	0.0%	0	1,917	0.0%	11,500
Contingency	0	0	0.0%	0	0	0.0%	0
Contribution to IMRF	20,286	22,000	92.2%	41,514	44,000	15.7%	264,000
Contribution to FICA	17,180	19,125	89.8%	34,905	38,250	15.2%	229,500
Audit	0	1,196	0.0%	500	2,392	3.5%	14,350
Liability Ins.-D&O,Bonds,WC	2,164	3,833	56.5%	4,328	7,667	9.4%	46,000
Unemployment Compensation	0	0	0.0%	0	0	0.0%	0
Bank Charges	39	43	91.7%	64	84	12.9%	500
Building Renovations	500	291,667	0.2%	161,958	583,333	4.6%	3,500,000
<b>Total Expenditures</b>	<b>411,787</b>	<b>793,750</b>	<b>51.9%</b>	<b>1,123,999</b>	<b>1,587,502</b>	<b>11.8%</b>	<b>9,525,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>327,670</b>	<b>(291,667)</b>		<b>(366,101)</b>	<b>(583,334)</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>327,670</b>	<b>(291,667)</b>		<b>(366,101)</b>	<b>(583,334)</b>		<b>(3,500,000)</b>

Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended February 29, 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	67,367	67,450
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	1,393	3,025	4	8	765	1,634
Capital Campaign	0	0	650	5,650	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>Total Revenues</b>	<b>1,393</b>	<b>3,025</b>	<b>654</b>	<b>5,658</b>	<b>68,133</b>	<b>69,084</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	7,159
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,579</b>	<b>7,159</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>1,393</b>	<b>3,025</b>	<b>654</b>	<b>5,658</b>	<b>64,553</b>	<b>61,925</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>1,393</b>	<b>3,025</b>	<b>654</b>	<b>5,658</b>	<b>64,553</b>	<b>61,925</b>