

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

Revenues

Tax Receipts have been coming in strong in March, 2020. Interest Income was lower due to an accounting adjustment relating to accrued interest income.

Expenditures

Total Operational Expenditures were \$ 34,816 under budget for the month and \$ 76,945 under budget on a year-to-date basis.

Salaries is under budget by \$ 11,768 for March and \$ 38,352 under budget on a year-to-date basis. There are a few open positions at this time.

Audio Visual Materials is over budget by \$ 6,086 for the month and over budget year-to-date basis.

Security Systems is over budget by \$ 7,396 for March and over budget on a year-to-date basis.

Library Consultant is over budget by \$ 5,075 for the month and under budget on a year-to-date basis.

Automation - Equipment is over budget by \$ 15,710 for March and over budget on a year-to-date basis.

Automation - Maintenance is over budget by \$ 3,742 for the month and over budget on a year-to-date basis.

Outreach Services is over budget by \$ 1,854 for March and over budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	85,163	0	84,780		169,942
Cash - Marquette E-Commerce	5,047				5,047
PMA Financial Investments	5,262,979	1,066,115		902,028	7,231,121
Tax Receipts - Marquette	24,908			346	25,253
Special Reserve - Marquette	2	14,730			14,732
PMA Construction Account	2,147,058			0	2,147,058
Construction Account - Marquette	2,592				2,592
Petty Cash	300				300
Interest Receivable	19,031	0		0	19,031
Property Taxes Receivable	2,669,049			248,598	2,917,647
Prepaid Expenses	206,627				206,627
Due from Debt Service	0	0	0	0	0
Total Assets	<u>10,422,756.29</u>	<u>1,080,845.02</u>	<u>84,779.75</u>	<u>1,150,971.25</u>	<u>12,739,352.31</u>
Liabilities & Fund Balance					
HSA W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Term Group Ins Payable	-16	0	0	0	-16
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	2,669,049	0	0	248,598	2,917,647
Accounts Payable	275,140	0	0	0	275,140
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	14,318	14,318
Total Liabilities	<u>2,944,173</u>	<u>0</u>	<u>0</u>	<u>262,916</u>	<u>3,207,089</u>
Beginning Unrestricted Fund Balance	6,446,213	1,076,794	79,099	608,350	8,210,456
Fund Balance - Nonspendable	206,627	0	0	0	206,627
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	<u>812,146</u>	<u>4,051</u>	<u>5,681</u>	<u>279,706</u>	<u>1,101,585</u>
Ending Fund Balance	<u>7,478,583</u>	<u>1,080,845</u>	<u>84,780</u>	<u>888,056</u>	<u>9,532,263</u>
Total Liabilities & Fund Balance	<u>10,422,756.29</u>	<u>1,080,845.02</u>	<u>84,779.75</u>	<u>1,150,971.25</u>	<u>12,739,352.31</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	2,367,406	479,979	493.2%	3,090,699	1,439,936	53.7%	5,759,745
Impact Fees	-	417	0.0%	4,360	1,250	87.2%	5,000
Replacement Taxes	469	1,250	37.5%	469	3,750	3.1%	15,000
State Grants	-	5,908	0.0%	0	17,725	0.0%	70,900
Non Resident Fees	-	200	0.0%	-269	600	-11.2%	2,400
Fines	1,117	4,500	24.8%	9,540	13,500	17.7%	54,000
Gifts	-	750	0.0%	50	2,250	0.6%	9,000
Copy Machine	419	1,000	41.9%	2,361	3,000	19.7%	12,000
Interest Income	(29,271)	7,496	-390.5%	-11,203	22,489	-12.5%	89,955
Miscellaneous Income	165	583	28.3%	2,195	1,750	31.4%	7,000
Total Revenues	2,340,305	502,083	466.1%	3,098,203	1,506,250	51.4%	6,025,000
Expenditures							
Salaries	226,279	238,047	95.1%	675,791	714,142	23.7%	2,856,566
Salaries-Maintenance	10,029	11,942	84.0%	29,208	35,827	20.4%	143,309
Life/Health Insurance	34,757	45,750	76.0%	95,800	137,250	17.4%	549,000
Books	22,415	24,958	89.8%	68,740	74,875	23.0%	299,500
Electronic Databases	6,945	7,500	92.6%	21,668	22,500	24.1%	90,000
Periodicals	2,498	2,917	85.6%	8,393	8,750	24.0%	35,000
Audio Visual Materials	21,086	15,000	140.6%	46,780	45,000	26.0%	180,000
Audio Visual Equipment	0	1,333	0.0%	0	4,000	0.0%	16,000
Book Rebinding	0	0	0.0%	0	0	0.0%	0
Payroll Services	993	998	99.5%	3,777	2,994	31.5%	11,975
Insurance	3,653	3,917	93.3%	10,960	11,750	23.3%	47,000
Landscaping & Groundskeeping	0	2,083	0.0%	290	6,250	1.2%	25,000
Building Maintenance	9,674	25,833	37.4%	52,803	77,500	17.0%	310,000
Security System	7,979	583	1368.6%	7,979	1,750	114.0%	7,000
Library Office & Equipment	0	63	0.0%	0	188	0.0%	750
Legal	3,401	3,467	98.1%	9,688	10,400	23.3%	41,600
Library Consultant	12,575	7,500	167.7%	14,350	22,500	15.9%	90,000
Electricity	0	0	0.0%	0	0	0.0%	0
Water & Sewer	1,032	1,079	95.6%	1,978	3,238	15.3%	12,950
Natural Gas	2,713	3,375	80.4%	8,885	10,125	21.9%	40,500
Telephone	796	775	102.7%	1,829	2,325	19.7%	9,300
Purchase - New Equipment	0	0	0.0%	0	0	0.0%	0
Building & Custodial Supplies	3,298	3,292	100.2%	8,001	9,875	20.3%	39,500
Building Repairs	0	1,500	0.0%	-99	4,500	-0.6%	18,000
Lib. & Off. Eqpt Rep. & Maint	916	1,250	73.3%	3,298	3,750	22.0%	15,000
Machine Rental	0	100	0.0%	233	300	19.4%	1,200
Automation - Equipment	18,627	2,917	638.6%	21,466	8,750	61.3%	35,000
Automation - Line Costs	1,324	833	159.0%	2,693	2,500	26.9%	10,000
Automation - Consultant	1,000	2,583	38.7%	6,780	7,750	21.9%	31,000
Automation - Maintenance	11,242	7,500	149.9%	41,878	22,500	46.5%	90,000
Library Furniture	16,856	20,833	80.9%	131,173	62,500	52.5%	250,000
Outreach Services	2,646	792	334.0%	5,854	2,375	61.6%	9,500

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0	500	0.0%	269	1,500	4.5%	6,000
Staff Training & Education	156	1,667	9.3%	1,135	5,000	5.7%	20,000
Conference Fees	0	583	0.0%	475	1,750	6.8%	7,000
Patron Programs & Events	2,194	3,625	60.5%	10,823	10,875	24.9%	43,500
Association Dues & Fees	0	500	0.0%	1,260	1,500	21.0%	6,000
Public Information	336	3,625	9.3%	397	10,875	0.9%	43,500
Library Supplies	87	3,750	2.3%	8,751	11,250	19.4%	45,000
Office Supplies	0	500	0.0%	1,509	1,500	25.2%	6,000
Postage	70	1,458	4.8%	1,492	4,375	8.5%	17,500
Printing	0	958	0.0%	0	2,875	0.0%	11,500
Contingency	0	0	0.0%	0	0	0.0%	0
Contribution to IMRF	20,903	22,000	95.0%	62,417	66,000	23.6%	264,000
Contribution to FICA	17,755	19,125	92.8%	52,659	57,375	22.9%	229,500
Audit	833	1,196	69.7%	1,333	3,588	9.3%	14,350
Liability Ins.-D&O,Bonds,WC	2,164	3,833	56.5%	6,492	11,500	14.1%	46,000
Unemployment Compensation	0	0	0.0%	0	0	0.0%	0
Bank Charges	35	43	81.4%	99	126	19.9%	500
Building Renovations	694,792	291,667	238.2%	856,749	875,000	24.5%	3,500,000
Total Expenditures	1,162,058	793,750	146.4%	2,286,057	2,381,253	24.0%	9,525,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,178,247	(291,667)		812,146	(875,003)		(3,500,000)
Interfund Transfers In / (Out)	-	0		0	0		0
Net Change in Fund Balance	1,178,247	(291,667)		812,146	(875,003)		(3,500,000)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended March 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
Revenues						
Taxes	0	0	0	0	220,768	288,219
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	1,036	4,061	4	13	592	2,226
Capital Campaign	0	0	550	6,200	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,036	4,061	554	6,213	221,361	290,445
Expenditures						
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
Public Information	0	0	533	533	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	10	10	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	3,579	10,738
Total Expenditures	10	10	533	533	3,579	10,738
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,026	4,051	22	5,681	217,781	279,706
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	1,026	4,051	22	5,681	217,781	279,706