

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

**Revenues**

Tax Receipts have continued to come in during May, 2020. Investment Income is lower for the month due to decline in yields with the downturn in the economy.

**Expenditures**

**Total Operational Expenditures** were \$ 85,697 under budget for the month and \$ 242,597 under budget on a year-to-date basis.

**Salaries** is under budget by \$ 21,325 for May and \$ 67,917 under budget on a year-to-date basis. There are a few open positions at this time.

**Books** is over budget by \$ 16,475 for the month and slightly over budget year-to-date basis.

**Periodicals** is over budget by \$ 609 for May and over budget on a year-to-date basis.

**Automation - Maintenance** is over budget by \$ 1,720 for the month and over budget on a year-to-date basis.

**Outreach Services** is over budget by \$ 2,854 for May and over budget on a year-to-date basis.

**Postage** is over budget by \$ 1,038 for the month, but under budget on a year-to-date basis.

**Orland Park Public Library  
Balance Sheet - All Funds  
May 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	259,941	0	84,752		344,693
Cash - Marquette E-Commerce	4,464				4,464
PMA Financial Investments	4,220,567	1,067,461		890,334	6,178,362
Tax Receipts - Marquette	38,561			-259	38,302
Special Reserve - Marquette	12	14,730			14,742
PMA Construction Account	1,694,473			0	1,694,473
Construction Account - Marquette	3,030				3,030
Petty Cash	300				300
Interest Receivable	15,346	0		0	15,346
Property Taxes Receivable	2,566,401			239,026	2,805,427
Prepaid Expenses	294,714				294,714
Due from Debt Service	0	0	0	0	0
<b>Total Assets</b>	<b>9,097,808</b>	<b>1,082,192</b>	<b>84,752</b>	<b>1,129,101</b>	<b>11,393,852</b>
<b>Liabilities &amp; Fund Balance</b>					
HSA W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Term Group Ins Payable	-48	0	0	0	-48
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	2,566,401	0	0	239,026	2,805,427
Accounts Payable	189,276	0	0	0	189,276
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	0	0
<b>Total Liabilities</b>	<b>2,755,629</b>	<b>0</b>	<b>0</b>	<b>239,026</b>	<b>2,994,655</b>
<b>Beginning Unrestricted Fund Balance</b>	<b>6,346,223</b>	<b>1,076,794</b>	<b>79,100</b>	<b>607,177</b>	<b>8,109,293</b>
<b>Fund Balance - Nonspendable</b>	<b>294,714</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>294,714</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>-312,356</b>	<b>5,398</b>	<b>5,652</b>	<b>282,900</b>	<b>-18,406</b>
<b>Ending Fund Balance</b>	<b>6,342,179</b>	<b>1,082,192</b>	<b>84,752</b>	<b>890,075</b>	<b>8,399,197</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>9,097,808</b>	<b>1,082,192</b>	<b>84,752</b>	<b>1,129,101</b>	<b>11,393,852</b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended May 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><u>Revenues</u></b>							
Taxes	23,523	479,979	4.9%	3,193,349	2,399,894	55.4%	5,759,745
Impact Fees	-	417	0.0%	5,485	2,083	109.7%	5,000
Replacement Taxes	2,071	1,250	165.7%	5,780	6,250	38.5%	15,000
State Grants	-	5,908	0.0%	0	29,542	0.0%	70,900
Non Resident Fees	-	200	0.0%	-269	1,000	-11.2%	2,400
Fines	(278)	4,500	-6.2%	9,205	22,500	17.0%	54,000
Gifts	-	750	0.0%	50	3,750	0.6%	9,000
Copy Machine	-	1,000	0.0%	2,408	5,000	20.1%	12,000
Interest Income	4,307	7,496	57.5%	-1,366	37,481	-1.5%	89,955
Miscellaneous Income	326	583	55.9%	2,599	2,917	37.1%	7,000
<b>Total Revenues</b>	<b>29,949</b>	<b>502,083</b>	<b>6.0%</b>	<b>3,217,241</b>	<b>2,510,417</b>	<b>53.4%</b>	<b>6,025,000</b>
<b><u>Expenditures</u></b>							
Salaries	216,722	238,047	91.0%	1,122,319	1,190,236	39.3%	2,856,566
Salaries-Maintenance	8,716	11,942	73.0%	47,610	59,712	33.2%	143,309
Life/Health Insurance	36,212	45,750	79.2%	171,470	228,750	31.2%	549,000
Books	41,433	24,958	166.0%	124,992	124,792	41.7%	299,500
Electronic Databases	6,250	7,500	83.3%	35,385	37,500	39.3%	90,000
Periodicals	3,526	2,917	120.9%	15,282	14,583	43.7%	35,000
Audio Visual Materials	9,043	15,000	60.3%	65,433	75,000	36.4%	180,000
Audio Visual Equipment	200	1,333	15.0%	200	6,667	1.2%	16,000
Book Rebinding	-	0	0.0%	0	0	0.0%	0
Payroll Services	1,055	998	105.7%	5,847	4,990	48.8%	11,975
Insurance	4,171	3,917	106.5%	18,784	19,583	40.0%	47,000
Landscaping & Groundskeeping	1,515	2,083	72.7%	3,001	10,417	12.0%	25,000
Building Maintenance	12,622	25,833	48.9%	77,133	129,167	24.9%	310,000
Security System	-	583	0.0%	9,916	2,917	141.7%	7,000
Library Office & Equipment	-	63	0.0%	0	313	0.0%	750
Legal	1,666	3,467	48.1%	13,441	17,333	32.3%	41,600
Library Consultant	-	7,500	0.0%	14,350	37,500	15.9%	90,000
Electricity	-	0	0.0%	0	0	0.0%	0
Water & Sewer	434	1,079	40.2%	1,488	5,396	11.5%	12,950
Natural Gas	1,534	3,375	45.5%	12,212	16,875	30.2%	40,500
Telephone	574	775	74.0%	2,726	3,875	29.3%	9,300
Purchase - New Equipment	-	0	0.0%	0	0	0.0%	0
Building & Custodial Supplies	1,505	3,292	45.7%	12,516	16,458	31.7%	39,500
Building Repairs	606	1,500	40.4%	6,654	7,500	37.0%	18,000
Lib. & Off. Eqpt Rep. & Maint	576	1,250	46.1%	4,144	6,250	27.6%	15,000
Machine Rental	233	100	233.0%	466	500	38.8%	1,200
Automation - Equipment	240	2,917	8.2%	20,345	14,583	58.1%	35,000
Automation - Line Costs	749	833	90.0%	4,132	4,167	41.3%	10,000
Automation - Consultant	1,890	2,583	73.2%	14,410	12,917	46.5%	31,000
Automation - Maintenance	9,220	7,500	122.9%	62,184	37,500	69.1%	90,000
Library Furniture	-	20,833	0.0%	138,674	104,167	55.5%	250,000
Outreach Services	3,646	792	460.3%	9,541	3,958	100.4%	9,500

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended May 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	-	500	0.0%	697	2,500	11.6%	6,000
Staff Training & Education	-	1,667	0.0%	1,250	8,333	6.3%	20,000
Conference Fees	(150)	583	-25.7%	0	2,917	0.0%	7,000
Patron Programs & Events	3,090	3,625	85.2%	13,873	18,125	31.9%	43,500
Association Dues & Fees	119	500	23.8%	1,379	2,500	23.0%	6,000
Public Information	3,478	3,625	95.9%	4,061	18,125	9.3%	43,500
Library Supplies	3,129	3,750	83.4%	19,465	18,750	43.3%	45,000
Office Supplies	19	500	3.8%	1,529	2,500	25.5%	6,000
Postage	2,496	1,458	171.2%	4,609	7,292	26.3%	17,500
Printing	-	958	0.0%	0	4,792	0.0%	11,500
Contingency	-	0	0.0%	0	0	0.0%	0
Contribution to IMRF	20,020	22,000	91.0%	103,824	110,000	39.3%	264,000
Contribution to FICA	16,845	19,125	88.1%	87,410	95,625	38.1%	229,500
Audit	1,068	1,196	89.3%	4,318	5,979	30.1%	14,350
Liability Ins.-D&O,Bonds,WC	1,898	3,833	49.5%	10,554	19,167	22.9%	46,000
Unemployment Compensation	-	0	0.0%	0	0	0.0%	0
Bank Charges	35	43	81.4%	199	209	39.9%	500
Building Renovations	152,516	291,667	52.3%	1,261,773	1,458,333	36.1%	3,500,000
<b>Total Expenditures</b>	<b>568,902</b>	<b>793,750</b>	<b>71.7%</b>	<b>3,529,597</b>	<b>3,968,753</b>	<b>37.1%</b>	<b>9,525,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(538,953)</b>	<b>(291,667)</b>		<b>(312,356)</b>	<b>(1,458,336)</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>(538,953)</b>	<b>(291,667)</b>		<b>(312,356)</b>	<b>(1,458,336)</b>		<b>(3,500,000)</b>

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

	<u>Special Reserve Month</u>	<u>Special Reserve Y-T-D</u>	<u>Capital Campaign Month</u>	<u>Capital Campaign Y-T-D</u>	<u>Debt Service Month</u>	<u>Debt Service Y-T-D</u>
<b>Revenues</b>						
Taxes	0	0	0	0	2,194	297,791
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	561	5,408	3	20	330	3,005
Capital Campaign	0	0	0	6,200	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>Total Revenues</b>	<b>561</b>	<b>5,408</b>	<b>3</b>	<b>6,220</b>	<b>2,524</b>	<b>300,796</b>
<b>Expenditures</b>						
Building Repairs	0	0	0	35	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	0	533	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	0	10	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	3,579	17,897
<b>Total Expenditures</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>567</b>	<b>3,579</b>	<b>17,897</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>561</b>	<b>5,398</b>	<b>3</b>	<b>5,652</b>	<b>-1,056</b>	<b>282,900</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>561</b>	<b>5,398</b>	<b>3</b>	<b>5,652</b>	<b>-1,056</b>	<b>282,900</b>