

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

Revenues

Tax Revenues are at **99.4%** of budget on a year-to-date basis. Total Revenues are at **97.4%** of year-to-date budget.

Expenditures

Total Operational Expenditures were \$ 87,782 under budget for the month and \$ 654,964 under budget on a year-to-date basis.

Salaries is under budget by \$ 37,777 for October and \$ 201,794 under budget on a year-to-date basis. There are a few open positions at this time.

Books are over budget by \$ 3,214 for the month and over budget on a year-to-date basis.

Landscraping & Groundskeeping is over budget by \$ 4,642 for October and under budget on a year-to-date basis.

Security System is over budget by \$ 1,972 for the month and over budget on a year-to-date basis.

Library Consultant is over budget by \$ 9,693 for October and over budget on a year-to-date basis.

Building & Custodial Supplies is over budget by \$ 905 for the month and over budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	270,983	0	162,238		433,221
Cash - Marquette E-Commerce	4,937				4,937
PMA Financial Investments	4,715,287	1,218,303		1,124,529	7,058,120
Tax Receipts - Marquette	62,416			2,593	65,010
Special Reserve - Marquette	12	14,695			14,707
PMA Construction Account	470,505			0	470,505
Construction Account - Marquette	6,794				6,794
Petty Cash	300				300
Interest Receivable	0	0		0	0
Property Taxes Receivable	31,956			0	31,956
Prepaid Expenses	167,099				167,099
Due from Debt Service	0	0	0	0	0
Total Assets	<u>5,730,291</u>	<u>1,232,999</u>	<u>162,238</u>	<u>1,127,123</u>	<u>8,252,650</u>
Liabilities & Fund Balance					
HSA W/H Payable	0	0	0	0	0
457 W/H Payable	125	0	0	0	125
Term Group Ins Payable	0	0	0	0	0
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	31,956	0	0	0	31,956
Accounts Payable	181,365	0	0	0	181,365
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	17,897	17,897
Total Liabilities	<u>213,445</u>	<u>0</u>	<u>0</u>	<u>17,897</u>	<u>231,342</u>
Beginning Unrestricted Fund Balance	6,473,839	1,076,794	79,100	607,175	8,236,908
Fund Balance - Nonspendable	167,099	0	0	0	167,099
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	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-1,137,690</u>	<u>156,204</u>	<u>83,138</u>	<u>502,051</u>	<u>-396,297</u>
Ending Fund Balance	<u>5,516,845</u>	<u>1,232,999</u>	<u>162,238</u>	<u>1,109,226</u>	<u>8,021,308</u>
Total Liabilities & Fund Balance	<u>5,730,291</u>	<u>1,232,999</u>	<u>162,238</u>	<u>1,127,123</u>	<u>8,252,650</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	422,597	479,979	88.0%	5,727,794	4,799,788	99.4%	5,759,745
Impact Fees	-	417	0.0%	6,860	4,167	137.2%	5,000
Replacement Taxes	2,016	1,250	161.3%	11,538	12,500	76.9%	15,000
State Grants	86,459	5,908	1463.4%	86,459	59,083	121.9%	70,900
Non Resident Fees	449	200	224.3%	1,664	2,000	69.3%	2,400
Fines	1,626	4,500	36.1%	15,415	45,000	28.5%	54,000
Gifts	50	750	6.7%	4,050	7,500	45.0%	9,000
Copy Machine	749	1,000	74.9%	5,384	10,000	44.9%	12,000
Interest Income	282	7,496	3.8%	6,531	74,963	7.3%	89,955
Miscellaneous Income	294	583	50.3%	3,935	5,833	56.2%	7,000
Total Revenues	514,521	502,083	102.5%	5,869,629	5,020,834	97.4%	6,025,000
<u>Expenditures</u>							
Salaries	200,270	238,047	84.1%	2,178,678	2,380,472	76.3%	2,856,566
Salaries-Maintenance	11,312	11,942	94.7%	101,247	119,424	70.6%	143,309
Life/Health Insurance	37,706	45,750	82.4%	352,815	457,500	64.3%	549,000
Books	28,172	24,958	112.9%	250,272	249,583	83.6%	299,500
Electronic Databases	7,475	7,500	99.7%	74,960	75,000	83.3%	90,000
Periodicals	2,927	2,917	100.4%	32,877	29,167	93.9%	35,000
Audio Visual Materials	12,853	15,000	85.7%	128,717	150,000	71.5%	180,000
Audio Visual Equipment	-	1,333	0.0%	200	13,333	1.2%	16,000
Book Rebinding	-	0	0.0%	0	0	0.0%	0
Payroll Services	526	998	52.7%	7,550	9,979	63.0%	11,975
Insurance	4,171	3,917	106.5%	39,638	39,167	84.3%	47,000
Landscaping & Groundskeeping	6,725	2,083	322.9%	20,428	20,833	81.7%	25,000
Building Maintenance	18,544	25,833	71.8%	137,109	258,333	44.2%	310,000
Security System	2,555	583	438.3%	14,182	5,833	202.6%	7,000
Library Office & Equipment	-	63	0.0%	0	625	0.0%	750
Legal	3,196	3,467	92.2%	24,300	34,667	58.4%	41,600
Library Consultant	17,193	7,500	229.2%	83,451	75,000	92.7%	90,000
Electricity	-	0	0.0%	0	0	0.0%	0
Water & Sewer	-	1,079	0.0%	3,860	10,792	29.8%	12,950
Natural Gas	1,620	3,375	48.0%	18,874	33,750	46.6%	40,500
Telephone	66	775	8.5%	8,463	7,750	91.0%	9,300
Purchase - New Equipment	-	0	0.0%	1,202	0	0.0%	0
Building & Custodial Supplies	4,197	3,292	127.5%	37,511	32,917	95.0%	39,500
Building Repairs	-	1,500	0.0%	17,808	15,000	98.9%	18,000
Lib. & Off. Eqpt Rep. & Maint	568	1,250	45.4%	7,536	12,500	50.2%	15,000
Machine Rental	-	100	0.0%	699	1,000	58.3%	1,200
Automation - Equipment	332	2,917	11.4%	33,479	29,167	95.7%	35,000
Automation - Line Costs	1,011	833	121.4%	7,794	8,333	77.9%	10,000
Automation - Consultant	1,950	2,583	75.5%	25,600	25,833	82.6%	31,000
Automation - Maintenance	7,555	7,500	100.7%	108,400	75,000	120.4%	90,000
Library Furniture	-	20,833	0.0%	142,019	208,333	56.8%	250,000
Outreach Services	39	792	5.0%	11,679	7,917	122.9%	9,500

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	-	500	0.0%	1,642	5,000	27.4%	6,000
Staff Training & Education	-	1,667	0.0%	1,809	16,667	9.0%	20,000
Conference Fees	-	583	0.0%	-28	5,833	-0.4%	7,000
Patron Programs & Events	1,527	3,625	42.1%	32,504	36,250	74.7%	43,500
Association Dues & Fees	312	500	62.3%	3,149	5,000	52.5%	6,000
Public Information	-	3,625	0.0%	14,800	36,250	34.0%	43,500
Library Supplies	1,340	3,750	35.7%	24,461	37,500	54.4%	45,000
Office Supplies	422	500	84.4%	2,328	5,000	38.8%	6,000
Postage	740	1,458	50.8%	7,851	14,583	44.9%	17,500
Printing	-	958	0.0%	129	9,583	1.1%	11,500
Contingency	-	0	0.0%	0	0	0.0%	0
Contribution to IMRF	20,012	22,000	91.0%	202,980	220,000	76.9%	264,000
Contribution to FICA	15,885	19,125	83.1%	170,796	191,250	74.4%	229,500
Audit	1,072	1,196	89.6%	9,665	11,958	67.4%	14,350
Liability Ins.-D&O,Bonds,WC	2,008	3,833	52.4%	19,997	38,333	43.5%	46,000
Unemployment Compensation	-	0	0.0%	2,032	0	0.0%	0
Bank Charges	20	43	46.5%	405	418	81.0%	500
Building Renovations	152,870	291,667	52.4%	2,491,451	2,916,667	71.2%	3,500,000
Total Expenditures	567,171	793,750	71.5%	6,857,319.38	7,937,500	72.0%	9,525,000
Total Operating Expenditures	414,301	502,083	(87,782)	4,365,869	5,020,833	(654,964)	6,025,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(52,650)	(291,667)		(987,690)	(2,916,666)		(3,500,000)
Interfund Transfers In / (Out)	-	0		(150,000)	0		0
Net Change in Fund Balance	(52,650)	(291,667)		(1,137,690)	(2,916,666)		(3,500,000)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended October 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	39,409	534,140
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	62	6,249	4	35	55	3,705
Capital Campaign	0	0	76,350	83,725	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	62	6,249	76,354	83,760	39,465	537,844
Expenditures						
Building Repairs	0	0	0	90	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	45	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	3,579	35,794
Total Expenditures	0	45	0	622	3,579	35,794
Excess (Deficiency) of Revenues Over (Under) Expenditures	62	6,204	76,354	83,138	35,885	502,051
Interfund Transfers In / (Out)	0	150,000	0	0	0	0
Net Change in Fund Balance	62	156,204	76,354	83,138	35,885	502,051