

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended December 31, 2020 (Before Audit)

Revenues

Tax Revenues are at **99.7%** of budget on a year-to-date basis. Total Revenues are at **98%** on a year-to-date budget.

Expenditures

Total Operational Expenditures were \$ 73,544 under budget for the month and \$ 702,649 under budget on a year-to-date basis.

Salaries is under budget by \$ 28,300 for December and \$ 265,707 under budget on a year-to-date basis. There are a few open positions at this time.

Books is over budget by \$ 4,718 for the month and over budget on a year-to-date basis

Audio Visual Materials is over budget by \$ 1,721 for December and under budget on year-to-date basis.

Landscaping & Groundskeeping is over budget by \$ 1,167 for the month and under budget on a year-to-date basis.

Automation - Maintenance is over budget by \$ 2,376 for December and over budget on a year-to-date basis.

Public Information is over budget by \$ 10,427 for the month and under budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
12/31/2020 (Before Audit)**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	241,391	0	183,132		424,523
Cash - Marquette E-Commerce	5,398				5,398
PMA Financial Investments	3,854,790	1,218,485		612,458	5,685,733
Tax Receipts - Marquette	44,869			643	45,513
Special Reserve - Marquette	12	14,695			14,707
PMA Construction Account	286,557			0	286,557
Construction Account - Marquette	7,829				7,829
Petty Cash	300				300
Interest Receivable	0	0		0	0
Property Taxes Receivable	17,811			0	17,811
Prepaid Expenses	149,350				149,350
Due from Debt Service	0	0	0	0	0
Total Assets	<u>4,608,307</u>	<u>1,233,181</u>	<u>183,132</u>	<u>613,101</u>	<u>6,637,721</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	0	0	0	0	0
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	17,811	0	0	0	17,811
Accounts Payable	66,760	0	0	0	66,760
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	924	924
Total Liabilities	<u>84,571</u>	<u>0</u>	<u>0</u>	<u>924</u>	<u>85,495</u>
Beginning Unrestricted Fund Balance	6,491,588	1,076,794	79,100	607,175	8,254,657
Fund Balance - Nonspendable	149,350	0	0	0	149,350
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>-2,130,799</u>	<u>156,387</u>	<u>104,032</u>	<u>5,002</u>	<u>-1,865,378</u>
Ending Fund Balance	<u>4,523,737</u>	<u>1,233,181</u>	<u>183,132</u>	<u>612,177</u>	<u>6,552,226</u>
Total Liabilities & Fund Balance	<u>4,608,307</u>	<u>1,233,181</u>	<u>183,132</u>	<u>613,101</u>	<u>6,637,721</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended December 31,2020 (Before Audit)**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	6,896	479,979	1.4%	5,740,732	5,759,745	99.7%	5,759,745
Impact Fees	-	417	0.0%	9,735	5,000	194.7%	5,000
Replacement Taxes	522	1,250	41.7%	12,060	15,000	80.4%	15,000
State Grants	-	5,908	0.0%	86,459	70,900	121.9%	70,900
Non Resident Fees	225	200	112.4%	2,463	2,400	102.6%	2,400
Fines	1,780	4,500	39.6%	19,063	54,000	35.3%	54,000
Gifts	10,000	750	1333.3%	14,215	9,000	157.9%	9,000
Copy Machine	719	1,000	71.9%	6,734	12,000	56.1%	12,000
Interest Income	366	7,496	4.9%	7,280	89,955	8.1%	89,955
Miscellaneous Income	204	583	35.0%	4,454	7,000	63.6%	7,000
Total Revenues	20,712	502,083	4.1%	5,903,196	6,025,000	98.0%	6,025,000
<u>Expenditures</u>							
Salaries	209,747	238,047	88.1%	2,590,859	2,856,566	90.7%	2,856,566
Salaries-Maintenance	12,003	11,942	100.5%	123,495	143,309	86.2%	143,309
Life/Health Insurance	36,700	45,750	80.2%	420,520	549,000	76.6%	549,000
Books	29,676	24,958	118.9%	302,724	299,500	101.1%	299,500
Electronic Databases	7,949	7,500	106.0%	90,973	90,000	101.1%	90,000
Periodicals	3,100	2,917	106.3%	39,024	35,000	111.5%	35,000
Audio Visual Materials	16,721	15,000	111.5%	161,439	180,000	89.7%	180,000
Audio Visual Equipment	-	1,333	0.0%	200	16,000	1.2%	16,000
Book Rebinding	-	0	0.0%	0	0	0.0%	0
Payroll Services	972	998	97.4%	10,005	11,975	83.5%	11,975
Insurance	4,171	3,917	106.5%	47,979	47,000	102.1%	47,000
Landscaping & Groundskeeping	3,250	2,083	156.0%	24,874	25,000	99.5%	25,000
Building Maintenance	22,864	25,833	88.5%	192,776	310,000	62.2%	310,000
Security System	-	583	0.0%	14,182	7,000	202.6%	7,000
Library Office & Equipment	-	63	0.0%	0	750	0.0%	750
Legal	3,966	3,467	114.4%	32,743	41,600	78.7%	41,600
Library Consultant	1,240	7,500	16.5%	85,066	90,000	94.5%	90,000
Electricity	-	0	0.0%	0	0	0.0%	0
Water & Sewer	-	1,079	0.0%	6,010	12,950	46.4%	12,950
Natural Gas	2,365	3,375	70.1%	26,743	40,500	66.0%	40,500
Telephone	625	775	80.6%	11,057	9,300	118.9%	9,300
Purchase - New Equipment	-	0	0.0%	1,202	0	0.0%	0
Building & Custodial Supplies	4,016	3,292	122.0%	45,606	39,500	115.5%	39,500
Building Repairs	464	1,500	30.9%	18,272	18,000	101.5%	18,000
Lib. & Off. Eqpt Rep. & Maint	2,236	1,250	178.9%	10,425	15,000	69.5%	15,000
Machine Rental	-	100	0.0%	932	1,200	77.7%	1,200
Automation - Equipment	744	2,917	25.5%	39,632	35,000	113.2%	35,000
Automation - Line Costs	687	833	82.5%	9,168	10,000	91.7%	10,000
Automation - Consultant	2,250	2,583	87.1%	29,230	31,000	94.3%	31,000
Automation - Maintenance	9,876	7,500	131.7%	125,833	90,000	139.8%	90,000
Library Furniture	1,523	20,833	7.3%	260,391	250,000	104.2%	250,000
Outreach Services	21	792	2.7%	11,765	9,500	123.8%	9,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended December 31,2020 (Before Audit)**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	302	500	60.3%	1,943	6,000	32.4%	6,000
Staff Training & Education	-	1,667	0.0%	1,838	20,000	9.2%	20,000
Conference Fees	-	583	0.0%	-28	7,000	-0.4%	7,000
Patron Programs & Events	(1,639)	3,625	-45.2%	31,738	43,500	73.0%	43,500
Association Dues & Fees	212	500	42.3%	3,887	6,000	64.8%	6,000
Public Information	14,052	3,625	387.6%	29,259	43,500	67.3%	43,500
Library Supplies	248	3,750	6.6%	29,176	45,000	64.8%	45,000
Office Supplies	208	500	41.5%	2,754	6,000	45.9%	6,000
Postage	1,995	1,458	136.8%	10,375	17,500	59.3%	17,500
Printing	-	958	0.0%	129	11,500	1.1%	11,500
Contingency	-	0	0.0%	0	0	0.0%	0
Contribution to IMRF	19,419	22,000	88.3%	241,334	264,000	91.4%	264,000
Contribution to FICA	13,463	19,125	70.4%	198,492	229,500	86.5%	229,500
Audit	1,072	1,196	89.6%	11,808	14,350	82.3%	14,350
Liability Ins.-D&O,Bonds,WC	2,008	3,833	52.4%	24,012	46,000	52.2%	46,000
Unemployment Compensation	-	0	0.0%	2,032	0	0.0%	0
Bank Charges	35	43	81.4%	475	500	95.0%	500
Building Renovations	39,861	291,667	13.7%	2,561,642	3,500,000	73.2%	3,500,000
Total Expenditures	468,400	793,750	59.0%	7,883,995	9,525,000	82.8%	9,525,000
Total Operating Expenditures	428,539	502,083	(73,544)	5,322,352	6,025,000	(702,648)	6,025,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(447,688)	(291,667)		(1,980,799)	(3,500,000)		(3,500,000)
Interfund Transfers In / (Out)	-	0		(150,000)	0		0
Net Change in Fund Balance	(447,688)	(291,667)		(2,130,799)	(3,500,000)		(3,500,000)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended December 31, 2020 (Before Audit)**

	<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>
Revenues						
Taxes	0	0	0	0	643	535,346
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	93	6,432	6	47	46	3,817
Capital Campaign	0	0	22,976	106,701	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	93	6,432	22,982	106,748	689	539,163
Expenditures						
Building Repairs	0	0	0	243	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	1,940	2,473	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	924	534,161
Total Expenditures	0	45	1,940	2,716	924	534,161
Excess (Deficiency) of Revenues Over (Under) Expenditures	93	6,387	21,041	104,032	-235	5,002
Interfund Transfers In / (Out)	0	150,000	0	0	0	0
Net Change in Fund Balance	93	156,387	21,041	104,032	-235	5,002