

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended February 28, 2021

Revenues

Tax Receipts have started to come in February, 2021.

Expenditures

Total Operational Expenditures were under budget \$ 98,185 for the month and \$ 213,865 under budget for the year.

Salaries are under budget by \$ 23,467 for February and \$ 51,585 under budget for the year. There are a few open positions at this time.

Legal Fees are over budget by \$ 7,085 for the month and \$ 5,062 over budget the year.

**Orland Park Public Library
Balance Sheet - All Funds
February 28, 2021**

	General Fund	Special Reserve	Capital Campaign	Debt Service	Total
Assets					
Cash - Marquette	285,978	0	183,230		469,207
Cash - Marquette E-Commerce	6,274				6,274
PMA Financial Investments	3,621,553	1,218,605		665,764	5,505,922
Tax Receipts - Marquette	37,184			1,113	38,297
Special Reserve - Marquette	13	14,685			14,698
PMA Construction Account	146,582			0	146,582
Construction Account - Marquette	9,854				9,854
Petty Cash	300				300
Interest Receivable	42	13		6	60
Property Taxes Receivable	5,383,102			488,465	5,871,567
Prepaid Expenses	243,747				243,747
Due from Debt Service	0	0	0	0	0
Total Assets	9,734,629	1,233,303	183,230	1,155,347	12,306,509
Liabilities & Fund Balance					
HSA W/H Payable	0	0	0	0	0
457 W/H Payable	325	0	0	0	325
Term Group Ins Payable	0	0	0	0	0
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	5,383,102	0	0	488,465	5,871,567
Accounts Payable	209,761	0	0	0	209,761
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	2,773	2,773
Total Liabilities	5,593,188	0	0	491,237	6,084,425
Beginning Unrestricted Fund Balance	4,250,515	1,233,181	183,132	612,176	6,279,004
Fund Balance - Nonspendable	243,747	0	0	0	243,747
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	-366,418	122	98	51,933	-314,264
Ending Fund Balance	4,141,442	1,233,303	183,230	664,109	6,222,084
Total Liabilities & Fund Balance	9,734,629	1,233,303	183,230	1,155,347	12,306,509

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended February 28, 2021**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	578,235	496,778	116.4%	578,235	993,556	9.7%	5,961,337
Impact Fees	3,000	467	642.4%	3,000	933	53.6%	5,600
Replacement Taxes	2,482	1,200	206.8%	2,482	2,400	17.2%	14,400
State Grants	5,000	5,908	84.6%	5,500	11,817	7.8%	70,900
Non Resident Fees	242	175	138.0%	1,010	350	48.1%	2,100
Fines	1,896	1,583	119.8%	3,204	3,167	16.9%	19,000
Gifts	-	708	0.0%	100	1,417	1.2%	8,500
Copy Machine	607	742	81.8%	1,496	1,483	16.8%	8,900
Interest Income	177	275	64.3%	462	550	14.0%	3,300
Other Income	-	0	0.0%	0	0	0.0%	0
Miscellaneous Income	216	497	43.5%	434	994	7.3%	5,963
Total Revenues	591,855	508,333	116.4%	595,923	1,016,667	9.8%	6,100,000
<u>Expenditures</u>							
Salaries	217,566	241,033	90.3%	430,480	482,065	14.9%	2,892,390
Salaries-Maintenance	12,011	12,301	97.6%	23,430	24,602	15.9%	147,610
Life/Health Insurance	39,300	49,192	79.9%	77,464	98,383	13.1%	590,300
Books	20,063	25,417	78.9%	40,453	50,833	13.3%	305,000
Electronic Databases	7,566	8,333	90.8%	15,013	16,667	15.0%	100,000
Periodicals	2,927	3,208	91.3%	5,891	6,417	15.3%	38,500
Audio Visual Materials	13,007	15,417	84.4%	22,531	30,833	12.2%	185,000
Audio Visual Equipment	1,020	833	122.4%	1,020	1,667	10.2%	10,000
Vehicles	-	500	0.0%	50	1,000	0.0%	6,000
Payroll Services	1,513	1,021	148.2%	2,024	2,042	16.5%	12,250
Insurance	4,171	4,925	84.7%	8,341	9,850	14.1%	59,100
Landscaping & Groundskeeping	1,831	3,642	50.3%	3,206	7,283	7.3%	43,700
Building Maintenance	12,949	23,000	56.3%	26,102	46,000	9.5%	276,000
Security System	-	875	0.0%	181	1,750	1.7%	10,500
Library Office & Equipment	-	83	0.0%	0	167	0.0%	1,000
Legal	10,418	3,333	312.6%	11,729	6,667	29.3%	40,000
Library Consultant	500	4,167	12.0%	750	8,333	1.5%	50,000
Electricity	-	0	0.0%	0	0	0.0%	0
Water & Sewer	-	1,167	0.0%	0	2,333	0.0%	14,000
Natural Gas	2,730	3,458	78.9%	7,375	6,917	17.8%	41,500
Telephone	1,235	875	141.1%	1,971	1,750	18.8%	10,500
Purchase - New Equipment	-	0	0.0%	0	0	0.0%	0
Building & Custodial Supplies	3,176	8,000	39.7%	5,430	16,000	5.7%	96,000
Building Repairs	-	1,667	0.0%	0	3,333	0.0%	20,000
Lib. & Off. Eqpt Rep. & Maint	480	1,292	37.1%	873	2,583	5.6%	15,500
Machine Rental	466	108	431.5%	466	217	35.8%	1,300
Automation - Equipment	1,537	2,917	52.7%	1,687	5,833	4.8%	35,000
Automation - Line Costs	(476)	600	-79.3%	250	1,200	3.5%	7,200
Automation - Consultant	1,980	2,917	67.9%	4,380	5,833	12.5%	35,000
Automation - Maintenance	7,414	8,783	84.4%	15,527	17,567	14.7%	105,400
Library Furniture	-	2,833	0.0%	0	5,667	0.0%	34,000
Outreach Services	-	550	0.0%	0	1,100	0.0%	6,600

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended February 28, 2021**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	-	521	0.0%	0	1,042	0.0%	6,250
Staff Training & Education	166	1,500	11.1%	532	3,000	3.0%	18,000
Conference Fees	-	500	0.0%	0	1,000	0.0%	6,000
Patron Programs & Events	738	3,333	22.1%	1,562	6,667	3.9%	40,000
Association Dues & Fees	112	521	21.4%	1,183	1,042	18.9%	6,250
Public Information	185	3,750	4.9%	679	7,500	1.5%	45,000
Library Supplies	420	4,292	9.8%	2,628	8,583	5.1%	51,500
Office Supplies	163	550	29.7%	718	1,100	10.9%	6,600
Postage	-	1,558	0.0%	293	3,117	1.6%	18,700
Printing	-	1,042	0.0%	0	2,083	0.0%	12,500
Contingency	-	0	0.0%	0	0	0.0%	0
Contribution to IMRF	25,384	30,095	84.3%	49,365	60,190	13.7%	361,140
Contribution to FICA	16,519	19,380	85.2%	33,056	38,760	14.2%	232,560
Audit	1,054	1,475	71.4%	2,107	2,950	11.9%	17,700
Liability Ins.-D&O,Bonds,WC	2,006	4,817	41.6%	4,013	9,633	6.9%	57,800
Unemployment Compensation	-	2,500	0.0%	0	5,000	0.0%	30,000
Bank Charges	20	52	38.5%	40	106	6.2%	650
Building Renovations	61,466	0		159,540	0		0
Parking Lot Repairs	-	29,167	0.0%	0	58,333	0.0%	350,000
Total Expenditures	471,614	537,500	87.7%	962,340	1,074,998	14.9%	6,450,000
Total Operating Expenditures	410,148	508,333	(98,185)	802,800	1,016,665	(213,865)	6,100,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	120,240	(29,167)		(366,418)	(58,331)		(350,000)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	120,240	(29,167)		(366,418)	(58,331)		(350,000)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended February 28, 2021

	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	53,716	53,716
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	51	132	6	12	25	66
Capital Campaign	0	0	0	150	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	51	132	6	162	53,741	53,782
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	64	64	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	924	1,848
Total Expenditures	0	10	64	64	924	1,848
Excess (Deficiency) of Revenues Over (Under) Expenditures	51	122	-58	98	52,817	51,933
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	51	122	-58	98	52,817	51,933