

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended March 31, 2021

Revenues

Tax Receipts started to come in very good in March, 2021, but have slowed near the middle of month due to Cook county payment extension until early May, 2021

Expenditures

Total Operational Expenditures were under budget by \$ 69,589 for the month and \$ 283,457 under budget for the year.

Salaries are under budget by \$ 16,868 for March and \$ 68,453 under budget for the year. There are a few open positions at this time.

Building Maintenance is over budget by \$ 13,193 for the month and under budget on a year-to-date basis.

Legal Fees are over budget by \$ 3,125 for the month and under budget on a year-to-date basis

Automation-Maintenance is over budget by \$ 2,597 for the month and slightly over budget on a year-to-date basis.

Printing is over budget by \$ 1,828 for the month and under budget on a year-to-date basis

**Orland Park Public Library
Balance Sheet - All Funds
March 31, 2021**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	190,923	0	183,236		374,159
Cash - Marquette E-Commerce	4,832				4,832
PMA Financial Investments	5,051,619	1,218,622		837,766	7,108,007
Tax Receipts - Marquette	37,549			356	37,904
Special Reserve - Marquette	13	14,685			14,698
PMA Construction Account	84,585			0	84,585
Construction Account - Marquette	10,368				10,368
Petty Cash	300				300
Interest Receivable	172	53		25	249
Property Taxes Receivable	3,503,671			317,234	3,820,906
Prepaid Expenses	247,861				247,861
Due from Debt Service	0	0	0	0	0
Total Assets	<u>9,131,892</u>	<u>1,233,360</u>	<u>183,236</u>	<u>1,155,380</u>	<u>11,703,869</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	3,503,671	0	0	317,234	3,820,906
Accounts Payable	90,454	0	0	0	90,454
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	6,469	6,469
Total Liabilities	<u>3,594,125</u>	<u>0</u>	<u>0</u>	<u>323,704</u>	<u>3,917,829</u>
Beginning Unrestricted Fund Balance	<u>4,246,400</u>	<u>1,233,181</u>	<u>183,132</u>	<u>612,176</u>	<u>6,274,889</u>
Fund Balance - Nonspendable	<u>247,861</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>247,861</u>
Fund Balance - Restricted by Donors	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balance - Restricted by Statute	<u>13,597</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,597</u>
Fund Balance - Restricted by Budget	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Transfers between Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,029,908</u>	<u>179</u>	<u>104</u>	<u>219,500</u>	<u>1,249,691</u>
Ending Fund Balance	<u>5,537,767</u>	<u>1,233,360</u>	<u>183,236</u>	<u>831,676</u>	<u>7,786,039</u>
Total Liabilities & Fund Balance	<u>9,131,892</u>	<u>1,233,360</u>	<u>183,236</u>	<u>1,155,380</u>	<u>11,703,869</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended March 31, 2021**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	1,879,431	496,778	378.3%	2,457,666	1,490,334	41.2%	5,961,337
Impact Fees	-	467	0.0%	3,000	1,400	53.6%	5,600
Replacement Taxes	897	1,200	74.7%	3,378	3,600	23.5%	14,400
State Grants	-	5,908	0.0%	5,500	17,725	7.8%	70,900
Non Resident Fees	1,783	175	1018.6%	2,792	525	133.0%	2,100
Fines	2,569	1,583	162.3%	5,773	4,750	30.4%	19,000
Gifts	250	708	35.3%	350	2,125	4.1%	8,500
Copy Machine	918	742	123.7%	2,414	2,225	27.1%	8,900
Interest Income	273	275	99.4%	735	825	22.3%	3,300
Other Income	278	0	0.0%	278	0	0.0%	0
Miscellaneous Income	-	497	0.0%	434	1,491	7.3%	5,963
Total Revenues	1,886,397	508,333	371.1%	2,482,320	1,525,000	40.7%	6,100,000
Expenditures							
Salaries	224,165	241,033	93.0%	654,645	723,098	22.6%	2,892,390
Salaries-Maintenance	12,097	12,301	98.3%	35,527	36,903	24.1%	147,610
Life/Health Insurance	24,730	49,192	50.3%	102,194	147,575	17.3%	590,300
Books	24,692	25,417	97.1%	65,144	76,250	21.4%	305,000
Electronic Databases	8,461	8,333	101.5%	23,474	25,000	23.5%	100,000
Periodicals	3,356	3,208	104.6%	9,247	9,625	24.0%	38,500
Audio Visual Materials	10,476	15,417	68.0%	33,008	46,250	17.8%	185,000
Audio Visual Equipment	432	833	51.9%	1,452	2,500	14.5%	10,000
Vehicles	165	500	0.0%	215	1,500	0.0%	6,000
Payroll Services	1,029	1,021	100.8%	3,054	3,063	24.9%	12,250
Insurance	4,171	4,925	84.7%	12,512	14,775	21.2%	59,100
Landscaping & Groundskeeping	1,375	3,642	37.7%	4,580	10,925	10.5%	43,700
Building Maintenance	36,193	23,000	157.4%	62,296	69,000	22.6%	276,000
Security System	1,541	875	176.1%	1,722	2,625	16.4%	10,500
Library Office & Equipment	-	83	0.0%	0	250	0.0%	1,000
Legal	6,458	3,333	193.8%	8,187	10,000	20.5%	40,000
Library Consultant	-	4,167	0.0%	750	12,500	1.5%	50,000
Electricity	-	0	0.0%	0	0	0.0%	0
Water & Sewer	945	1,167	81.0%	945	3,500	6.8%	14,000
Natural Gas	2,775	3,458	80.3%	10,151	10,375	24.5%	41,500
Telephone	1,078	875	123.1%	3,048	2,625	29.0%	10,500
Purchase - New Equipment	-	0	0.0%	0	0	0.0%	0
Building & Custodial Supplies	4,058	8,000	50.7%	9,488	24,000	9.9%	96,000
Building Repairs	139	1,667	8.4%	139	5,000	0.7%	20,000
Lib. & Off. Eqpt Rep. & Maint	-	1,292	0.0%	873	3,875	5.6%	15,500
Machine Rental	-	108	0.0%	466	325	35.8%	1,300
Automation - Equipment	666	2,917	22.8%	2,353	8,750	6.7%	35,000
Automation - Line Costs	672	600	111.9%	922	1,800	12.8%	7,200
Automation - Consultant	2,310	2,917	79.2%	6,690	8,750	19.1%	35,000
Automation - Maintenance	11,380	8,783	129.6%	26,907	26,350	25.5%	105,400
Library Furniture	48	2,833	1.7%	48	8,500	0.1%	34,000
Outreach Services	1,504	550	273.4%	1,504	1,650	22.8%	6,600

Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended March 31, 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	1,563	0.0%	6,250
Staff Training & Education	-	1,500	0.0%	532	4,500	3.0%	18,000
Conference Fees	150	500	30.0%	150	1,500	2.5%	6,000
Patron Programs & Events	1,309	3,333	39.3%	2,871	10,000	7.2%	40,000
Association Dues & Fees	370	521	71.0%	1,553	1,563	24.8%	6,250
Public Information	521	3,750	13.9%	1,200	11,250	2.7%	45,000
Library Supplies	962	4,292	22.4%	3,590	12,875	7.0%	51,500
Office Supplies	130	550	23.6%	848	1,650	12.8%	6,600
Postage	500	1,558	32.1%	793	4,675	4.2%	18,700
Printing	2,870	1,042	275.4%	2,870	3,125	23.0%	12,500
Contingency	-	0	0.0%	0	0	0.0%	0
Contribution to IMRF	25,837	30,095	85.9%	75,202	90,285	20.8%	361,140
Contribution to FICA	17,610	19,380	90.9%	50,667	58,140	21.8%	232,560
Audit	1,528	1,475	103.6%	3,636	4,425	20.5%	17,700
Liability Ins.-D&O,Bonds,WC	2,006	4,817	41.6%	16,019	14,450	27.7%	57,800
Unemployment Compensation	-	2,500	0.0%	0	7,500	0.0%	30,000
Bank Charges	35	52	67.3%	75	161	11.5%	650
Building Renovations	51,327	0		210,867	0		0
Parking Lot Repairs	-	29,167	0.0%	0	87,500	0.0%	350,000
Total Expenditures	490,071	537,500	91.2%	1,452,412	1,612,501	22.5%	6,450,000
Total Operating Expenditures	438,744	508,333	(69,589)	1,241,544	1,525,001	(283,457)	6,100,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,396,326	(29,167)		1,029,908	(87,501)		(350,000)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	1,396,326	(29,167)		1,029,908	(87,501)		(350,000)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended March 31, 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	171,230	224,946
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	57	189	6	18	33	99
Capital Campaign	0	0	0	150	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	57	189	6	168	171,263	225,045
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	0	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	3,697	5,545
Total Expenditures	0	10	0	64	3,697	5,545
Excess (Deficiency) of Revenues Over (Under) Expenditures	57	179	6	104	167,566	219,500
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	57	179	6	104	167,566	219,500