

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month ended April 30, 2024

Revenues

Interest Income continues to come in steadily for the month and year-to-date, while no tax revenue came in during April, 2024.

Expenditures

Total Operational Expenditures were under budget by \$ 70,407 for the month, and under budget by \$ 292,910 on a year-to-date basis. This is due to many of the expense lines being under budget for the month and year.

Salaries are under budget by \$ 8,700 for April and under budget by \$ 41,145 on a year-to-date basis.

IT Consultant is over budget by \$ 2,836 for the month, but under budget on a year-to-date basis. A couple of Client First Consulting bills relating to consulting services on the new VOIP phone system (budgeted for this category)

Staff Training & Education is over budget by \$ 3,970 for April and over budget on a year-to-date basis. This was a heavy month for staff training expenses relating to IUG, PLA and RAILS staff training (budgeted for this category)

Public Information is over budget by \$ 8,164 for April and over budget on a year-to-date basis. This was for printing services by Grasso Graphics relating to the May-August edition of our newsletter (budgeted for this category)

Postage is over budget by \$ 1,962 for the month and over budget on a year-to-date basis. This was for postage relating to the May-August edition of our newsletter (budgeted for this category)

**Orland Park Public Library
Balance Sheet - All Funds
April 30, 2024**

	General Fund	Special Reserve	Capital Campaign	Capital Projects	Total
<u>Assets</u>					
Cash - Marquette	310,367	-	26,880		337,247
Cash- Marquette E-Commerce	5,593				5,593
PMA Financial Investments	7,426,077	746,680		706,958	8,879,716
Tax Receipts - Marquette	23,382			-	23,382
Special Reserve - Marquette	-	1,938			1,938
PMA Construction Account	-			-	-
Construction Account - Marquette	319				319
PMA Capital Campaign			150,000		150,000
Petty Cash	400				400
Interest Receivable	24,668	-	1,890		26,558
Employee Advance	-				-
Property Taxes Receivable	2,611,901			-	2,611,901
Prepaid Expenses	189,714				189,714
Due from Debt Service	-				-
Total Assets	10,592,421	748,619	178,770	706,958	12,226,768

Liabilities & Fund Balance

Garnishment W/H Payable	-	-	-	-	-
457 Plan W/H Payable	-	-	-	-	-
Term Group Ins Payable	-	-	-	-	-
Due to General Fund	-	-	-	-	-
Deferred Property Tax Revenue	2,611,901	-	-	-	2,611,901
Accounts Payable	27,301	-	-	-	27,301
Estimated Property Tax Refunds	-	-	-	-	-
Due to Primary Government	-	-	-	-	-
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Total Liabilities	2,639,202	-	-	-	2,639,202
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<u>Beginning Unrestricted Fund Balance</u>	6,465,541	487,805	175,734	694,830	7,823,910
Fund Balance - Nonspendable	189,714	-	-	-	189,714
Fund Balance - Restricted by Donors	-	-	-	-	-
Fund Balance - Restricted by Statute	2,838	-	-	-	2,838
Fund Balance - Restricted by Budget	-	-	-	-	-
Transfers between Funds			-	-	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,295,126	260,813	3,036	12,129	1,571,105
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Ending Fund Balance	7,953,219	748,619	178,770	706,958	9,587,566
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Total Liabilities & Fund Balance	10,592,421	748,619	178,770	706,958	12,226,768
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Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended April 30, 2024

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	0	566,083	0.0%	3,511,864	2,264,333	51.7%	6,793,000
Impact Fees	0	1,508	0.0%	-	6,033	0.0%	18,100
Replacement Taxes	0	1,475	0.0%	-	5,900	0.0%	17,700
State Grants	0	7,208	0.0%	-	28,833	0.0%	86,500
Non Resident Fees	1,020	692	147.5%	5,416	2,767	65.3%	8,300
Fines	1,672	700	238.9%	6,596	2,800	78.5%	8,400
Gifts	4,300	675	637.0%	4,807	2,700	59.3%	8,100
Copy Machine	745	658	113.3%	3,223	2,633	40.8%	7,900
Interest Income	33,188	20,083	165.2%	113,964	80,333	47.3%	241,000
Miscellaneous Income	251	250	100.6%	3,683	1,000	122.8%	3,000
Total Revenues	41,158	599,332	6.9%	3,649,553	2,397,332	50.7%	7,192,000
Expenditures							
Salaries	272,833	281,533	96.9%	1,084,988	1,126,133	32.1%	3,378,400
Salaries-Maintenance	15,589	15,503	100.6%	61,686	62,013	33.2%	186,040
Life/Health Insurance	46,469	60,258	77.1%	175,727	241,033	24.3%	723,100
Digital Media	22,073	21,667	101.9%	86,087	86,667	33.1%	260,000
Books-Physical	14,089	19,167	73.5%	59,131	76,667	25.7%	230,000
Electronic Databases	7,951	9,167	86.7%	34,088	36,667	31.0%	110,000
Periodicals	2,440	2,750	88.7%	10,655	11,000	32.3%	33,000
Physical-AV	6,948	7,083	98.1%	21,797	28,333	25.6%	85,000
Library of Things	56	500	11.3%	282	2,000	4.7%	6,000
Vehicles	65	333	19.5%	302	1,333	7.5%	4,000
HR and Payroll Systems	2,211	2,450	90.2%	7,578	9,800	25.8%	29,400
Insurance	5,166	6,567	78.7%	20,665	26,267	26.2%	78,800
Landscaping & Groundskeeping	-	3,750	0.0%	9,621	15,000	21.4%	45,000
Building Maintenance	8,553	23,250	36.8%	46,432	93,000	16.6%	279,000
Security System	-	1,167	0.0%	1,664	4,667	11.9%	14,000
Library Equipment	-	1,092	0.0%	-	4,367	0.0%	13,100
Legal	3,466	3,292	105.3%	9,686	13,167	24.5%	39,500
Library Consultant	-	2,042	0.0%	-	8,167	0.0%	24,500
Electricity	-	-	-	-	-	-	-
Water & Sewer	-	1,500	0.0%	2,298	6,000	12.8%	18,000
Natural Gas	1,655	2,667	62.1%	8,688	10,667	27.2%	32,000
Telephone	298	625	47.6%	1,217	2,500	16.2%	7,500
Voip Phone System	30	1,667	1.8%	2,998	6,667	15.0%	20,000
Building & Custodial Supplies	2,141	4,292	49.9%	10,687	17,167	20.8%	51,500
Building Repairs	-	1,408	0.0%	1,964	5,633	11.6%	16,900
Printer Lease	1,705	1,658	102.8%	6,819	6,633	34.3%	19,900

Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended April 30, 2024

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Postage Machine Rental	222	105	211.8%	445	420	35.3%	1,260
IT - Equipment	2,029	10,414	19.5%	34,718	41,657	27.8%	124,970
IT - Line Costs	856	1,320	64.8%	2,894	5,280	18.3%	15,840
IT - Consultant	7,444	4,608	161.5%	17,020	18,433	30.8%	55,300
IT - Maintenance	10,819	11,417	94.8%	42,034	45,667	30.7%	137,000
Library Furniture	-	2,500	0.0%	7,256	10,000	24.2%	30,000
Outreach Services	-	417	0.0%	723	1,667	14.5%	5,000
Board Training & Education	1,406	542	259.3%	1,741	2,167	26.8%	6,500
Staff Training & Education	6,928	2,958	234.2%	14,628	11,833	41.2%	35,500
Patron Programs & Events	5,698	7,375	77.3%	31,493	29,500	35.6%	88,500
Library Committees	773	1,667	46.4%	1,891	6,667	9.5%	20,000
Association Dues & Fees	710	625	113.7%	1,904	2,500	25.4%	7,500
Special Events	114	667	1.8%	145	2,667	1.8%	8,000
Public Information	13,122	4,958	264.7%	27,748	19,833	46.6%	59,500
Tech Services Supplies	80	3,075	2.6%	2,582	12,300	7.0%	36,900
Office Supplies	225	383	58.7%	2,274	1,533	49.4%	4,600
Postage	3,462	1,500	230.8%	6,439	6,000	35.8%	18,000
Printing	766	1,250	61.3%	4,756	5,000	31.7%	15,000
Contribution to IMRF	31,136	36,102	86.2%	123,676	144,408	28.5%	433,225
Contribution to FICA	21,452	22,696	94.5%	85,129	90,785	31.3%	272,355
Audit	2,000	1,758	113.8%	17,660	7,033	83.7%	21,100
Liability Ins.-D&O,Bonds,WC	5,904	6,710	88.0%	12,105	26,840	15.0%	80,520
Unemployment Compensation	-	849	0.0%	-	3,397	0.0%	10,190
Bank Charges	45	50	90.0%	105	202	17.6%	600
Building Renovations	-	-	-	-	-	-	-
2024 Building Improvements (CP Fund)	-	41,667	0.0%	-	166,667	0.0%	500,000
Total Expenditures	528,927	641,001		2,104,427	2,564,004		7,692,000
Total Operating Expenditures	528,927	599,334		2,104,427	2,397,337		7,192,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(487,769)	(41,669)		1,545,126	(166,672)		(500,000)
Interfund Transfers In / (Out)	-	-		(250,000)	-		-
Net Change in Fund Balance	(487,769)	(41,669)		1,295,126	(166,672)		(500,000)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended April 30, 2024**

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Capital Projects Month	Capital Projects Y-T-D
<u>Revenues</u>						
Taxes	0	0	0	0	0	0
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	3,178	10,813	631	1,899	3,009	12,129
Capital Campaign	0	0	0	1,225	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenue	3,178	10,813	631	3,124	3,009	12,129
<u>Expenditures</u>						
Building Repairs	0	0	0	0	0	0
Audio Visual Equipment	0	0	0	0	0	0
IT-Equipment	0	0	0	0	0	0
IT-Consultant	0	0	0	0	0	0
Library Furniture	0	0	45	88	0	0
Public Information	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	0	0	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	0	0
Total Expenditures	0	0	45	88	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	3,178	10,813	586	3,036	3,009	12,129
Interfund Transfers In / (Out)		250,000	0	0	0	0
Net Change in Fund Balance	3,178	260,813	586	3,036	3,009	12,129