

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month ended May 31, 2024

Revenues

Tax Revenue of \$ 139,942 came in for the month of May, 2024. While Interest Income continues to come in steadily for the month and year-to-date.

Expenditures

Total Operational Expenditures were under budget by \$ 66,605 for the month, and under budget by \$ 359,511 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 \$ 817 for May and under budget by \$ 41,963 on a year-to-date basis.

Books-Physical is over budget by \$ 4,311 for the month, but under budget on a year-to-date basis. May was a little heavier month for purchasing physical books from Ingram.

Insurance is over budget by \$ 1,266 for May, but under budget on a year-to-date basis. May was the first month of our new insurance year with a 37% higher insurance premium cost for the new year.

Landscaping & Groundskeeping is over budget by \$ 8,408 for May and over budget on a year-to-date basis. May is the first and only month that we have to pay Sebert (\$11,600) for regular landscaping services for 2024.

Association Dues & Fees is over budget by \$ 1,610 for the month and over budget on a year-to-date basis. This was due our annual membership payment of \$ 1,500 to HR Source in May.

**Orland Park Public Library
Balance Sheet - All Funds
May 31, 2024**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Bond Capital Projects</u>	<u>Total</u>
<u>Assets</u>					
Cash - Marquette	221,194		27,064		248,258
Cash- Marquette E-Commerce	7,708				7,708
PMA Financial Investments	6,929,729	749,980		710,083	8,389,793
Tax Receipts - Marquette	163,324			-	163,324
Special Reserve - Marquette	-	1,814			1,814
PMA Construction Account	-			-	-
Construction Account - Marquette	319				319
PMA Capital Campaign			150,000		150,000
Bond Capital Project Fund-Marquette				10	10
Petty Cash	400				400
Interest Receivable	27,751	-	2,521		30,272
Employee Advance	-				-
Property Taxes Receivable	2,471,960			-	2,471,960
Prepaid Expenses	277,687				277,687
Due from Debt Service	-				-
Total Assets	<u>10,100,072</u>	<u>751,794</u>	<u>179,584</u>	<u>710,093</u>	<u>11,741,544</u>

Liabilities & Fund Balance

Garnishment W/H Payable	-	-	-	-	-
457 Plan W/H Payable	-	-	-	-	-
Term Group Ins Payable	-	-	-	-	-
Due to General Fund	-	-	-	-	-
Deferred Property Tax Revenue	2,471,960	-	-	-	2,471,960
Accounts Payable	31,509	-	-	-	31,509
Estimated Property Tax Refunds	-	-	-	-	-
Due to Primary Government	-	-	-	-	-
Total Liabilities	2,503,468	-	-	-	2,503,468
<u>Beginning Unrestricted Fund Balance</u>	6,465,541	487,805	175,734	694,840	7,823,920
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	938,510	264,139	3,700	15,253	1,221,603
Ending Fund Balance	7,596,604	751,944	179,434	710,093	9,238,076
Total Liabilities & Fund Balance	10,100,072	751,944	179,434	710,093	11,741,544

Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For the Month Ended May 31, 2024

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Taxes	139,942	566,083	24.7%	3,651,806	2,830,417	53.8%	6,793,000
Impact Fees	0	1,508	0.0%	-	7,542	0.0%	18,100
Replacement Taxes	0	1,475	0.0%	-	7,375	0.0%	17,700
State Grants	0	7,208	0.0%	-	36,042	0.0%	86,500
Non Resident Fees	1,466	692	210.4%	6,872	3,458	82.8%	8,300
Fines	1,357	700	193.9%	7,954	3,500	94.7%	8,400
Gifts	0	675	0.0%	4,807	3,375	59.3%	8,100
Copy Machine	661	658	130.9%	4,084	3,292	51.7%	7,900
Interest Income	32,236	20,083	160.5%	146,200	100,417	60.7%	241,000
Miscellaneous Income	271	250	108.5%	3,955	1,250	131.8%	3,000
Total Revenues	176,124	599,332	29.4%	3,825,677	2,996,668	53.2%	7,192,000
Expenditures							
Salaries	280,716	281,533	99.7%	1,365,704	1,407,667	40.4%	3,378,400
Salaries-Maintenance	16,362	15,503	105.5%	78,048	77,517	42.0%	186,040
Life/Health Insurance	46,469	60,258	77.1%	222,196	301,292	30.7%	723,100
Digital Media	12,599	21,667	58.1%	98,686	108,333	38.0%	260,000
Books-Physical	23,478	19,167	122.5%	82,609	95,833	35.9%	230,000
Electronic Databases	7,726	9,167	84.3%	41,815	45,833	38.0%	110,000
Periodicals	2,683	2,750	97.6%	13,339	13,750	40.4%	33,000
Physical-AV	7,467	7,083	105.4%	29,264	35,417	34.4%	85,000
Library of Things	1,099	500	219.8%	1,381	2,500	23.0%	6,000
Vehicles	20	333	6.1%	322	1,667	8.1%	4,000
HR and Payroll Systems	2,019	2,450	82.4%	9,597	12,250	32.6%	29,400
Insurance	7,833	6,567	119.3%	26,499	32,833	36.2%	78,800
Landscaping & Groundskeeping	12,158	3,750	324.2%	21,779	18,750	48.4%	45,000
Building Maintenance	18,904	23,250	81.3%	65,336	116,250	23.4%	279,000
Security System	1,777	1,167	152.2%	3,440	5,833	24.6%	14,000
Library Equipment	-	1,092	0.0%	-	5,458	0.0%	13,100
Legal	1,502	3,292	45.6%	11,187	16,458	28.3%	39,500
Library Consultant	150	2,042	7.3%	150	10,208	0.6%	24,500
Electricity	-	-	-	-	-	-	-
Water & Sewer	1,362	1,500	90.8%	3,660	7,500	20.3%	18,000
Natural Gas	1,209	2,667	45.3%	9,897	13,333	30.9%	32,000
Telephone	-	625	0.0%	1,217	3,125	16.2%	7,500
Voip Phone System	-	1,667	0.0%	2,998	8,333	15.0%	20,000
Bulding & Custodial Supplies	3,400	4,292	79.2%	14,088	21,458	27.4%	51,500
Building Repairs	911	1,408	64.7%	2,874	7,042	17.0%	16,900
Printer Lease	-	1,658	0.0%	6,819	8,292	34.3%	19,900
Postage Machine Rental	-	105	0.0%	445	525	35.3%	1,260

Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For the Month Ended May 31, 2024

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
IT - Equipment	572	10,414	5.5%	35,291	52,071	28.2%	124,970
IT - Line Costs	-	1,320	0.0%	2,894	6,600	18.3%	15,840
IT - Consultant	3,717	4,608	80.7%	20,737	23,042	37.5%	55,300
IT - Maintenance	9,052	11,417	79.3%	51,086	57,083	37.3%	137,000
Library Furniture	340	2,500	13.6%	7,596	12,500	25.3%	30,000
Outreach Services	541	417	129.7%	1,264	2,083	25.3%	5,000
Board Training & Education	-	542	0.0%	1,741	2,708	26.8%	6,500
Staff Training & Education	2,795	2,958	94.5%	17,423	14,792	49.1%	35,500
Patron Programs & Events	6,661	7,375	90.3%	38,154	36,875	43.1%	88,500
Library Committees	50	1,667	3.0%	1,941	8,333	9.7%	20,000
Association Dues & Fees	2,235	625	357.7%	4,139	3,125	55.2%	7,500
Special Events	-	667	-	145	3,333	1.8%	8,000
Public Information	199	4,958	4.0%	27,947	24,792	47.0%	59,500
Tech Services Supplies	169	3,075	5.5%	2,751	15,375	7.5%	36,900
Office Supplies	871	383	227.3%	3,145	1,917	68.4%	4,600
Postage	-	1,500	0.0%	6,439	7,500	35.8%	18,000
Printing	-	1,250	0.0%	4,756	6,250	31.7%	15,000
Contribution to IMRF	31,881	36,102	88.3%	155,557	180,510	35.9%	433,225
Contribution to FICA	22,114	22,696	97.4%	107,244	113,481	39.4%	272,355
Audit	-	1,758	0.0%	17,660	8,792	83.7%	21,100
Liability Ins.-D&O,Bonds,WC	1,669	6,710	24.9%	13,775	33,550	17.1%	80,520
Unemployment Compensation	-	849	0.0%	-	4,246	0.0%	10,190
Bank Charges	20	50	40.0%	125	252	20.9%	600
Building Renovations	-	-	-	-	-	-	-
2024 Building Improvements (CP Fund)	-	41,667	0.0%	-	208,333	0.0%	500,000
Total Expenditures	532,729	641,001		2,637,156	3,205,000		7,692,000
Total Operating Expenditures	532,729	599,334		2,637,156	2,996,667		7,192,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(356,605)	(41,669)		1,188,520	(208,332)		(500,000)
Interfund Transfers In / (Out)	(10)	-		(250,010)	(1)		-
Net Change in Fund Balance	(356,615)	(41,669)		938,510	(208,333)		(500,000)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended May 31, 2024**

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Bond Capital Projects Month	Bond Capital Projects Y-T-D
Revenues						
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	3,300	14,114	664	2,563	3,125	15,253
Capital Campaign	150	150		1,225	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenue	3,450	14,264	664	3,788	3,125	15,253
Expenditures						
Building Repairs	0	0	0	43	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	124	0	45	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	124	0	88	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	3,450	14,139	664	3,700	3,125	15,253
Interfund Transfers In / (Out)		250,000	0	0	0	0
Net Change in Fund Balance	3,450	264,139	664	3,700	3,125	15,253