

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended November 30, 2023

Revenues

Tax receipts from Cook County 2nd Installment of real estate taxes have started to come in during November and now stand at 72% of annual budget amount.

Expenditures

Total Operational Expenditures were \$ 69,048 under budget for the month and \$ 656,121 under budget on a year-to-date basis.

Salaries are under budget by \$ 8,928 for November and \$ 104,416 under budget on a year-to-date basis. There are a couple of open positions at this time.

Periodicals is over budget by \$ 1,599 for the month and over budget on a year-to-date basis.

Water & Sewer is over budget by \$ 1,853 for November and over budget on a year-to-date basis.

Building & Custodial Supplies is over budget by \$ 1,076 for the month and over budget on a year-to-date basis.

Building Repairs is over budget by \$ 3,042 for November, but under budget on a year-to-date basis.

IT-Equipment is over budget by \$ 1,132 for the month, but under budget on a year-to-date basis.

IT-Maintenance is over budget by \$ 3,219 for November, but under budget on a year-to-date basis.

Staff Training & Education is over budget by \$ 2,381 for the month and over budget on a year-to-date basis.

Tech Services Supplies is over budget by \$1,499 for November, but under budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
November 30, 2023**

| | <u>General Fund</u> | <u>Special Reserve</u> | <u>Capital Campaign</u> | <u>Capital Projects</u> | <u>Total</u> |
|--|----------------------------|----------------------------|-----------------------------|-----------------------------|----------------------------|
| Assets | | | | | |
| Cash - Marquette | 197,728 | - | 175,998 | | 373,725 |
| Cash- Marquette E-Commerce | 5,058 | | | | 5,058 |
| PMA Financial Investments | 4,185,121 | 480,463 | | 691,720 | 5,357,304 |
| Tax Receipts - Marquette | 799,895 | | | - | 799,895 |
| Special Reserve - Marquette | 13 | 1,925 | | | 1,938 |
| PMA Construction Account | 1 | | | - | 1 |
| Construction Account - Marquette | 319 | | | | 319 |
| Petty Cash | 400 | | | | 400 |
| Interest Receivable | 12,498 | 3,231 | | - | 15,729 |
| Property Taxes Receivable | 2,058,812 | | | - | 2,058,812 |
| Prepaid Expenses | 192,738 | | | | 192,738 |
| Due from Debt Service | - | - | - | - | - |
| Total Assets | <u>7,452,582.98</u> | <u>485,619.26</u> | <u>175,997.51</u> | <u>691,719.67</u> | <u>8,805,919.42</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 | 2,058,812 | - | - | - | 2,058,812 |
| Accounts Payable | 34,954 | - | - | - | 34,954 |
| Estimated Property Tax Refunds | - | - | - | - | - |
| Due to Primary Government | - | - | - | - | - |
| Total Liabilities | <u>2,093,766</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>2,093,766</u> |
| Beginning Unrestricted Fund Balanc | 5,697,202 | 841,205 | 186,523 | 665,155 | 7,390,085 |
| Fund Balance - Nonspendable | 192,738 | - | - | - | 192,738 |
| 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 | <u>(533,962)</u> | <u>(355,586)</u> | <u>(10,525)</u> | <u>26,564</u> | <u>(873,508)</u> |
| Ending Fund Balance | <u>5,358,817</u> | <u>485,619</u> | <u>175,998</u> | <u>691,720</u> | <u>6,712,153</u> |
| Total Liabilities & Fund Balance | <u>7,452,582.98</u> | <u>485,619.26</u> | <u>175,997.51</u> | <u>691,719.67</u> | <u>8,805,919.42</u> |

Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended November 30, 2023

| | Actual Month | Monthly Budget | % of Budget | Actual Y-T-D | Budget Y-T-D | % of Total Budget | Total Budget |
|-------------------------------|-----------------|-------------------|----------------|---------------------|------------------|----------------------|------------------|
| Revenues | | | | | | | |
| Taxes | 730,368 | 541,692 | 134.8% | 4,677,193 | 5,958,613 | 72.0% | 6,500,305 |
| Impact Fees | 6,625 | 1,158 | 572.1% | 29,125 | 12,742 | 209.5% | 13,900 |
| Replacement Taxes | - | 1,450 | 0.0% | 27,003 | 15,950 | 155.2% | 17,400 |
| State Grants | - | 7,208 | 0.0% | 111,587 | 79,292 | 129.0% | 86,500 |
| Non Resident Fees | - | 592 | 0.0% | 10,761 | 6,508 | 151.6% | 7,100 |
| Fines | 1,689 | 575 | 293.7% | 14,667 | 6,325 | 212.6% | 6,900 |
| Gifts | 50 | 667 | 7.5% | 4,817 | 7,333 | 60.2% | 8,000 |
| Copy Machine | 902 | 633 | 142.5% | 8,113 | 6,967 | 106.8% | 7,600 |
| Interest Income | 19,215 | 7,000 | 274.5% | 248,376 | 77,000 | 295.7% | 84,000 |
| Other Income | - | - | - | - | - | - | 660,000 |
| Miscellaneous Income | 222 | 358 | 62.1% | 2,946 | 3,937 | 68.6% | 4,295 |
| Total Revenues | 759,071 | 561,333 | 135.2% | 5,134,588.47 | 6,174,667 | 69.4% | 7,396,000 |
| Expenditures | | | | | | | |
| Salaries | 256,814 | 265,742 | 96.6% | 2,818,742 | 2,923,158 | 88.4% | 3,188,900 |
| Salaries-Maintenance | 14,293 | 14,508 | 98.5% | 160,002 | 159,592 | 91.9% | 174,100 |
| Life/Health Insurance | 43,054 | 57,408 | 75.0% | 443,557 | 631,492 | 64.4% | 688,900 |
| Books-Physical | 19,410 | 18,667 | 104.0% | 171,837 | 205,333 | 76.7% | 224,000 |
| Books-Ebooks | 9,683 | 10,000 | 96.8% | 94,916 | 110,000 | 79.1% | 120,000 |
| Electronic Databases | 8,431 | 8,875 | 95.0% | 89,021 | 97,625 | 83.6% | 106,500 |
| Periodicals | 4,224 | 2,625 | 160.9% | 40,680 | 28,875 | 129.1% | 31,500 |
| Physical-AV | 4,597 | 8,958 | 51.3% | 72,060 | 98,542 | 67.0% | 107,500 |
| Digital-AV | 6,837 | 8,250 | 82.9% | 78,429 | 90,750 | 79.2% | 99,000 |
| Library of Things | 96 | 875 | 11.0% | 5,754 | 9,625 | 54.8% | 10,500 |
| Vehicles | 53 | 508 | 10.3% | 799 | 5,592 | 13.1% | 6,100 |
| HR and Payroll Systems | 2,001 | 2,408 | 83.1% | 21,309 | 26,492 | 73.7% | 28,900 |
| Insurance | 5,166 | 6,108 | 84.6% | 56,316 | 67,192 | 76.8% | 73,300 |
| Landscaping & Groundskeeping | 1,531 | 3,042 | 50.3% | 40,696 | 33,458 | 111.5% | 36,500 |
| Building Maintenance | 11,649 | 22,708 | 51.3% | 252,617 | 249,792 | 92.7% | 272,500 |
| Security System | - | 875 | 0.0% | 2,187 | 9,625 | 20.8% | 10,500 |
| Library Equipment | - | 1,092 | 0.0% | 11,099 | 12,008 | 84.7% | 13,100 |
| Legal | 1,195 | 3,000 | 39.8% | 26,308 | 33,000 | 73.1% | 36,000 |
| Library Consultant | - | 2,742 | 0.0% | - | 30,158 | 0.0% | 32,900 |
| Electricity | - | - | - | - | - | - | - |
| Water & Sewer | 2,832 | 979 | 289.3% | 13,459 | 10,771 | 114.5% | 11,750 |
| Natural Gas | 1,787 | 4,729 | 37.8% | 21,973 | 52,021 | 38.7% | 56,750 |
| Telephone | 494 | 542 | 91.1% | 7,308 | 5,958 | 112.4% | 6,500 |
| Voip Phone System | 2,368 | 2,575 | 91.9% | 12,444 | 28,325 | 40.3% | 30,900 |
| Building & Custodial Supplies | 5,034 | 3,958 | 127.2% | 46,408 | 43,542 | 97.7% | 47,500 |
| Building Repairs | 4,450 | 1,408 | 316.1% | 9,001 | 15,492 | 53.3% | 16,900 |
| Printer Lease | - | 1,658 | 0.0% | 14,959 | 18,242 | 75.2% | 19,900 |
| Postage Machine Rental | - | 100 | 0.0% | 890 | 1,100 | 74.1% | 1,200 |
| IT - Equipment | 4,507 | 3,375 | 133.5% | 23,696 | 37,125 | 58.5% | 40,500 |
| IT - Line Costs | 810 | 708 | 114.4% | 5,755 | 7,792 | 67.7% | 8,500 |
| IT - Consultant | 2,615 | 2,625 | 99.6% | 36,633 | 28,875 | 116.3% | 31,500 |
| IT - Maintenance | 14,544 | 11,325 | 128.4% | 121,814 | 124,575 | 89.6% | 135,900 |
| Library Furniture | - | 2,817 | 0.0% | 33,457 | 30,983 | 99.0% | 33,800 |
| Outreach Services | 104 | 875 | 11.9% | 7,891 | 9,625 | 75.2% | 10,500 |

Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended November 30, 2023

| | 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% | 1,085 | 5,729 | 17.4% | 6,250 |
| Staff Training & Education | 3,623 | 1,242 | 291.7% | 16,000 | 13,658 | 107.4% | 14,900 |
| Conference Fees | - | 1,150 | 0.0% | 7,839 | 12,650 | 56.8% | 13,800 |
| Patron Programs & Events | 4,192 | 5,833 | 71.9% | 63,790 | 64,167 | 91.1% | 70,000 |
| Library Committees | 524 | 1,079 | 48.6% | 4,961 | 11,871 | 38.3% | 12,950 |
| Association Dues & Fees | 285 | 575 | 49.6% | 6,076 | 6,325 | 88.1% | 6,900 |
| Public Information | 537 | 4,583 | 11.7% | 35,522 | 50,417 | 64.6% | 55,000 |
| Tech Services Supplies | 4,657 | 3,158 | 147.5% | 25,399 | 34,742 | 67.0% | 37,900 |
| Office Supplies | - | 383 | 0.0% | 1,957 | 4,217 | 42.5% | 4,600 |
| Postage | 23 | 1,325 | 1.8% | 12,261 | 14,575 | 77.1% | 15,900 |
| Printing | - | 1,033 | 0.0% | 9,395 | 11,367 | 75.8% | 12,400 |
| Contingency | - | - | - | - | - | - | - |
| Contribution to IMRF | 30,280 | 34,075 | 88.9% | 331,062 | 374,825 | 81.0% | 408,900 |
| Contribution to FICA | 20,248 | 21,421 | 94.5% | 222,679 | 235,629 | 86.6% | 257,050 |
| Audit | - | 1,633 | 0.0% | 17,710 | 17,967 | 90.4% | 19,600 |
| Liability Ins.-D&O,Bonds,WC | (664) | 6,242 | -10.6% | 20,607 | 68,658 | 27.5% | 74,900 |
| Unemployment Compensation | - | 967 | 0.0% | - | 10,633 | 0.0% | 11,600 |
| Bank Charges | - | 46 | 0.0% | 190 | 506 | 34.6% | 550 |
| Building Renovations | - | - | - | - | - | - | - |
| 2023 Building Improvements (SR Func | - | 55,000 | 0.0% | - | 605,000 | 0.0% | 660,000 |
| Total Expenditures | 492,283 | 616,331 | | 5,518,550 | 6,779,671 | | 7,396,000 |
| Total Operating Expenditures | 492,283 | 561,331 | | 5,518,550 | 6,174,671 | | 6,736,000 |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | 266,788 | (54,998) | | (383,962) | (605,004) | | - |
| Interfund Transfers In / (Out) | | | | (150,000) | | | - |
| Net Change in Fund Balance | 266,788 | (54,998) | | (533,962) | (605,004) | | - |

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended November 30, 2023**

| | <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>Capital Projects Month</u> | <u>Capital Projects Y-T-D</u> |
|--|--------------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 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 | 2,103 | 27,847 | 6 | 68 | 2,993 | 26,564 |
| Capital Campaign | 0 | 0 | 0 | 4,275 | 0 | 0 |
| Miscellaneous Income | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Revenues | 2,103 | 27,847 | 6 | 4,343 | 2,993 | 26,564 |
| Expenditures | | | | | | |
| Building Repairs | 0 | 532,984 | 0 | 79 | 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 | 14,789 | 0 | 0 |
| Public Information | 0 | 0 | 0 | 0 | 0 | 0 |
| Library Supplies | 0 | 0 | 0 | 0 | 0 | 0 |
| Bank Charges | 20 | 449 | 0 | 0 | 0 | 0 |
| Debt Service Repaid to Village | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 20 | 533,433 | 0 | 14,868 | 0 | 0 |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | 2,083 | -505,586 | 6 | -10,525 | 2,993 | 26,564 |
| Interfund Transfers In / (Out) | 0 | 150,000 | 0 | 0 | 0 | 0 |
| Net Change in Fund Balance | 2,083 | -355,586 | 6 | -10,525 | 2,993 | 26,564 |