

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended December 31, 2023**  
**(Before Audit Adjustments)**

**Revenues**

Tax receipts from Cook County 2nd Installment of real estate taxes have come in strongly during during December and now stand at 98.8% of annual budget amount.

**Expenditures**

**Total Operational Expenditures** were \$ 69,068 under budget for the month and \$ 725,253 under budget on a year-to-date basis.

**Salaries** are under budget by \$ 10,445 for December and \$ 114,862 under budget on a year-to-date basis. There are a couple of open positions at this time.

**Books - Physical** is over budget by \$ 5,331 for the month, but under budget on a year-to-date basis.

**Periodicals** is over budget by \$ 1,605 for December and over budget on a year-to-date basis.

**Printer Lease** is over budget by \$ 1,752 for the month, but under budget on a year-to-date basis.

**Staff Training & Education** is over budget by \$ 3,160 for December and over budget on a year-to-date basis.

**Patron Programs & Events** is over budget by \$ 2,214 for the month and over budget on a year-to-date basis.

**Library Committees** is over budget by \$ 1,017 for December, but under budget on a year-to-date basis.

**Public Information** is over budget by \$ 8,056 for the month, but under budget on a year-to-date basis.

**Postage** is over budget by \$1,524 for December, but under budget on a year-to-date basis.

**Orland Park Public Library  
Balance Sheet - All Funds  
December 31, 2023**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Capital Projects</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	241,031	-	175,764		416,794
Cash- Marquette E-Commerce	4,970				4,970
PMA Financial Investments	6,146,689	481,559		694,830	7,323,077
Tax Receipts - Marquette	101,998			-	101,998
Special Reserve - Marquette	13	1,896			1,909
PMA Construction Account	1			-	1
Construction Account - Marquette	319				319
Petty Cash	400				400
Interest Receivable	16,664	4,308		-	20,972
Property Taxes Receivable	316,910			-	316,910
Prepaid Expenses	156,115				156,115
Due from Debt Service	-	-	-	-	-
<b>Total Assets</b>	<b><u>6,985,108</u></b>	<b><u>487,763</u></b>	<b><u>175,764</u></b>	<b><u>694,830</u></b>	<b><u>8,343,464</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Garnishment W/H Payable	-	-	-	-	-
457 Plan W/H Payable	325	-	-	-	325
Term Group Ins Payable	-	-	-	-	-
Due to General Fund	-	-	-	-	-
Deferred Property Tax Revenue	316,910	-	-	-	316,910
Accounts Payable	31,016	-	-	-	31,016
Estimated Property Tax Refunds	-	-	-	-	-
Due to Primary Government	-	-	-	-	-
<b>Total Liabilities</b>	<b><u>348,250</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>348,250</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>5,733,825</b>	<b>841,205</b>	<b>186,523</b>	<b>665,155</b>	<b>7,426,708</b>
<b>Fund Balance - Nonspendable</b>	<b>156,115</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>156,115</b>
<b>Fund Balance - Restricted by Donors</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Restricted by Statute</b>	<b>2,838</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,838</b>
<b>Fund Balance - Restricted by Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers between Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>744,079</u></b>	<b><u>(353,442)</u></b>	<b><u>(10,759)</u></b>	<b><u>29,674</u></b>	<b><u>409,552</u></b>
<b>Ending Fund Balance</b>	<b><u>6,636,857</u></b>	<b><u>487,763</u></b>	<b><u>175,764</u></b>	<b><u>694,830</u></b>	<b><u>7,995,213</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>6,985,108</u></b>	<b><u>487,763</u></b>	<b><u>175,764</u></b>	<b><u>694,830</u></b>	<b><u>8,343,464</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2023**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<b>Revenues</b>							
Taxes	1,741,902	541,692	321.6%	6,419,096	6,500,305	98.8%	6,500,305
Impact Fees	-	1,158	0.0%	29,125	13,900	209.5%	13,900
Replacement Taxes	-	1,450	0.0%	27,003	17,400	155.2%	17,400
State Grants	-	7,208	0.0%	111,587	86,500	129.0%	86,500
Non Resident Fees	844	592	142.5%	11,605	7,100	163.4%	7,100
Fines	877	575	152.4%	15,544	6,900	225.3%	6,900
Gifts	-	667	0.0%	4,817	8,000	60.2%	8,000
Copy Machine	510	633	80.6%	8,623	7,600	113.5%	7,600
Interest Income	25,956	7,000	370.8%	274,332	84,000	326.6%	84,000
Other Income	-	-	-	-	-	-	660,000
Miscellaneous Income	151	358	42.2%	3,097	4,295	72.1%	4,295
<b>Total Revenues</b>	<b>1,770,240</b>	<b>561,333</b>	<b>315.4%</b>	<b>6,904,828</b>	<b>6,736,000</b>	<b>93.4%</b>	<b>7,396,000</b>
<b>Expenditures</b>							
Salaries	255,297	265,742	96.1%	3,074,038	3,188,900	96.4%	3,188,900
Salaries-Maintenance	14,202	14,508	97.9%	174,204	174,100	100.1%	174,100
Life/Health Insurance	37,933	57,408	66.1%	481,490	688,900	69.9%	688,900
Books-Physical	23,998	18,667	128.6%	195,835	224,000	87.4%	224,000
Books-Ebooks	6,075	10,000	60.8%	100,991	120,000	84.2%	120,000
Electronic Databases	9,333	8,875	105.2%	98,354	106,500	92.4%	106,500
Periodicals	4,230	2,625	161.1%	44,910	31,500	142.6%	31,500
Physical-AV	7,230	8,958	80.7%	79,225	107,500	73.7%	107,500
Digital-AV	4,228	8,250	51.3%	82,658	99,000	83.5%	99,000
Library of Things	41	875	4.7%	5,795	10,500	55.2%	10,500
Vehicles	326	508	64.2%	1,125	6,100	18.4%	6,100
HR and Payroll Systems	2,045	2,408	84.9%	23,354	28,900	80.8%	28,900
Insurance	5,166	6,108	84.6%	61,482	73,300	83.9%	73,300
Landscaping & Groundskeeping	1,531	3,042	50.3%	42,227	36,500	115.7%	36,500
Building Maintenance	11,989	22,708	52.8%	264,606	272,500	97.1%	272,500
Security System	500	875	57.1%	2,687	10,500	25.6%	10,500
Library Equipment	-	1,092	0.0%	11,099	13,100	84.7%	13,100
Legal	2,145	3,000	71.5%	28,453	36,000	79.0%	36,000
Library Consultant	-	2,742	0.0%	-	32,900	0.0%	32,900
Electricity	-	-	-	-	-	-	-
Water & Sewer	-	979	0.0%	13,459	11,750	114.5%	11,750
Natural Gas	2,086	4,729	44.1%	24,059	56,750	42.4%	56,750
Telephone	494	542	91.1%	7,802	6,500	120.0%	6,500
Voip Phone System	-	2,575	0.0%	12,444	30,900	40.3%	30,900
Building & Custodial Supplies	3,257	3,958	82.3%	49,665	47,500	104.6%	47,500
Building Repairs	-	1,408	0.0%	9,001	16,900	53.3%	16,900
Printer Lease	3,410	1,658	205.6%	18,369	19,900	92.3%	19,900
Postage Machine Rental	-	100	0.0%	890	1,200	74.1%	1,200
IT - Equipment	1,974	3,375	58.5%	25,670	40,500	63.4%	40,500
IT - Line Costs	819	708	115.7%	6,574	8,500	77.3%	8,500
IT - Consultant	1,103	2,625	42.0%	37,736	31,500	119.8%	31,500
IT - Maintenance	8,316	11,325	73.4%	130,130	135,900	95.8%	135,900
Library Furniture	-	2,817	0.0%	33,457	33,800	99.0%	33,800
Outreach Services	173	875	19.8%	8,065	10,500	76.8%	10,500

Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 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	6,250	17.4%	6,250
Staff Training & Education	4,402	1,242	354.4%	20,402	14,900	136.9%	14,900
Conference Fees	-	1,150	0.0%	7,839	13,800	56.8%	13,800
Patron Programs & Events	8,047	5,833	138.0%	71,838	70,000	102.6%	70,000
Library Committees	2,096	1,079	194.3%	7,057	12,950	54.5%	12,950
Association Dues & Fees	648	575	112.8%	6,724	6,900	97.5%	6,900
Public Information	12,639	4,583	275.8%	48,160	55,000	87.6%	55,000
Tech Services Supplies	142	3,158	4.5%	25,542	37,900	67.4%	37,900
Office Supplies	1,152	383	300.8%	3,109	4,800	67.6%	4,600
Postage	2,849	1,325	215.0%	15,110	15,900	95.0%	15,900
Printing	165	1,033	16.0%	9,560	12,400	77.1%	12,400
Contingency	-	-	-	-	-	-	-
Contribution to IMRF	29,999	34,075	88.0%	361,060	408,900	88.3%	408,900
Contribution to FICA	20,156	21,421	94.1%	242,835	257,050	94.5%	257,050
Audit	-	1,633	0.0%	17,710	19,600	90.4%	19,600
Liability Ins.-D&O,Bonds,WC	2,067	6,242	33.1%	22,675	74,900	30.3%	74,900
Unemployment Compensation	-	967	0.0%	-	11,600	0.0%	11,600
Bank Charges	-	46	0.0%	190	552	34.6%	550
Building Renovations	-	-	-	-	-	-	-
2023 Building Improvements (SR Func	-	55,000	0.0%	-	660,000	0.0%	660,000
<b>Total Expenditures</b>	<b>492,263</b>	<b>616,331</b>		<b>6,010,749</b>	<b>7,396,002</b>		<b>7,396,000</b>
<b>Total Operating Expenditures</b>	<b>492,263</b>	<b>561,331</b>		<b>6,010,749</b>	<b>6,736,002</b>		<b>6,736,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>1,277,977</b>	<b>(54,998)</b>		<b>894,079</b>	<b>(660,002)</b>		<b>-</b>
<b>Interfund Transfers In / (Out)</b>				<b>(150,000)</b>			<b>-</b>
<b>Net Change in Fund Balance</b>	<b>1,277,977</b>	<b>(54,998)</b>		<b>744,079</b>	<b>(660,002)</b>		<b>-</b>

**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2023**

	<b>Special Reserve Month</b>	<b>Special Reserve Y-T-D</b>	<b>Capital Campaign Month</b>	<b>Capital Campaign Y-T-D</b>	<b>Capital Projects Month</b>	<b>Capital Projects Y-T-D</b>
<b>Revenues</b>						
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	2,143	29,990	6	74	3,110	29,674
Capital Campaign	0	0	150	4,425	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>Total Revenues</b>	<b>2,143</b>	<b>29,990</b>	<b>156</b>	<b>4,499</b>	<b>3,110</b>	<b>29,674</b>
<b>Expenditures</b>						
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	390	15,178	0	0
Public Information	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	0	449	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>533,433</b>	<b>390</b>	<b>15,258</b>	<b>0</b>	<b>0</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>2,143</b>	<b>-503,442</b>	<b>-234</b>	<b>-10,759</b>	<b>3,110</b>	<b>29,674</b>
<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Change in Fund Balance</b>	<b>2,143</b>	<b>-353,442</b>	<b>-234</b>	<b>-10,759</b>	<b>3,110</b>	<b>29,674</b>