

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended February 29, 2024**

**Revenues**

Real Estate Tax revenues came in very strong in the month of February totaling \$1,899,008, while interest income continues to come in steadily for the month and year-to-date.

**Expenditures**

**Total Operational Expenditures** were under budget by \$ 94,390 for the month, and under budget by \$151,430 on a year-to-date basis. This is due to many of the expense lines being under budget for the month and year-to-date.

**Salaries** are under budget by \$ 12,810 for February and under budget by \$ 19,538 on a year-to-date basis.

**Books-Physical** is over budget by \$ 1,535 for the month, but under budget on a year-to-date basis. Youth Services had higher than plan book purchases in February, but had much lower than planned book purchases in January.

**IT-Equipment** is over budget by \$ 1,989 for February and over budget on a year-to-date basis. In January IT put down a 50% deposit on a planned new Dell San Server with the remaining balance being paid in February totaling over \$25,800 between the two months

**Patron Programs & Events** is over budget by \$ 2,999 for the month and over budget on a year-to-date basis. This is due to a higher level of planned events for February and on a year to date basis than what was budgeted.

**Orland Park Public Library  
Balance Sheet - All Funds  
February 29, 2024**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Capital Projects</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	156,280	-	25,698		181,978
Cash- Marquette E-Commerce	8,420				8,420
PMA Financial Investments	5,868,999	740,229		700,851	7,310,078
Tax Receipts - Marquette	1,009,587			-	1,009,587
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	18,501	-			18,501
Property Taxes Receivable	5,210,901			-	5,210,901
Prepaid Expenses	286,022				286,022
Due from Debt Service	-				-
<b>Total Assets</b>	<b><u>12,559,429</u></b>	<b><u>742,168</u></b>	<b><u>175,698</u></b>	<b><u>700,851</u></b>	<b><u>14,178,145</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Garnishment W/H Payable	-	-	-	-	-
457 Plan W/H Payable	-	-	-	-	-
Term Group Ins Payable	-	-	-	-	-
Due to General Fund	-	-	-	-	-
Deferred Property Tax Revenue	5,210,901	-	-	-	5,210,901
Accounts Payable	30,166	-	-	-	30,166
Estimated Property Tax Refunds	-	-	-	-	-
Due to Primary Government	-	-	-	-	-
<b>Total Liabilities</b>	<b><u>5,241,067</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>5,241,067</u></b>
<b>Beginning Unrestricted Fund Balanc</b>	<b>6,116,833</b>	<b>487,805</b>	<b>175,734</b>	<b>694,830</b>	<b>7,475,202</b>
<b>Fund Balance - Nonspendable</b>	<b>286,022</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>286,022</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>912,669</u></b>	<b><u>254,362</u></b>	<b><u>(36)</u></b>	<b><u>6,021</u></b>	<b><u>1,173,016</u></b>
<b>Ending Fund Balance</b>	<b><u>7,318,362</u></b>	<b><u>742,168</u></b>	<b><u>175,698</u></b>	<b><u>700,851</u></b>	<b><u>8,937,078</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>12,559,429</u></b>	<b><u>742,168</u></b>	<b><u>175,698</u></b>	<b><u>700,851</u></b>	<b><u>14,178,145</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended February 29, 2024**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<b>Revenues</b>							
Taxes	1,899,008	566,083	335.5%	1,899,008	1,132,167	28.0%	6,793,000
Impact Fees	-	1,508	0.0%	-	3,017	0.0%	18,100
Replacement Taxes	-	1,475	0.0%	-	2,950	0.0%	17,700
State Grants	-	7,208	0.0%	-	14,417	0.0%	86,500
Non Resident Fees	1,510	692	218.2%	2,839	1,383	34.2%	8,300
Fines	1,949	700	278.4%	3,417	1,400	40.7%	8,400
Gifts	100	675	14.8%	192	1,350	2.4%	8,100
Copy Machine	775	658	117.8%	1,628	1,317	20.6%	7,900
Interest Income	23,043	20,083	114.7%	49,680	40,167	20.6%	241,000
Other Income	-	-	-	-	-	-	500,000
Miscellaneous Income	2,928	250	1171.2%	3,140	500	104.7%	3,000
<b>Total Revenues</b>	<b>1,929,312</b>	<b>599,332</b>	<b>321.9%</b>	<b>1,959,906</b>	<b>1,198,668</b>	<b>25.5%</b>	<b>7,692,000</b>
<b>Expenditures</b>							
Salaries	268,723	281,533	95.4%	543,529	563,067	16.1%	3,378,400
Salaries-Maintenance	14,736	15,503	95.1%	31,195	31,007	16.8%	186,040
Life/Health Insurance	47,485	60,258	78.8%	82,265	120,517	11.4%	723,100
Digital Media	12,174	21,667	56.2%	39,476	43,333	15.2%	260,000
Books-Physical	20,702	19,167	108.0%	32,732	38,333	14.2%	230,000
Electronic Databases	8,706	9,167	95.0%	16,874	18,333	15.3%	110,000
Periodicals	2,770	2,750	100.7%	5,201	5,500	15.8%	33,000
Physical-AV	4,978	7,083	70.3%	10,554	14,167	12.4%	85,000
Library of Things	-	500	0.0%	165	1,000	2.8%	6,000
Vehicles	72	333	21.7%	146	667	3.6%	4,000
HR and Payroll Systems	2,022	2,450	82.5%	3,321	4,900	11.3%	29,400
Insurance	5,166	6,567	78.7%	10,333	13,133	13.1%	78,800
Landscaping & Groundskeeping	-	3,750	0.0%	9,621	7,500	21.4%	45,000
Building Maintenance	8,550	23,250	36.8%	27,177	46,500	9.7%	279,000
Security System	-	1,167	0.0%	114	2,333	0.8%	14,000
Library Equipment	-	1,092	0.0%	-	2,183	0.0%	13,100
Legal	3,426	3,292	104.1%	5,687	6,583	14.4%	39,500
Library Consultant	-	2,042	0.0%	-	4,083	0.0%	24,500
Electricity	-	-	-	-	-	-	-
Water & Sewer	-	1,500	0.0%	1,109	3,000	6.2%	18,000
Natural Gas	2,485	2,667	93.2%	5,277	5,333	16.5%	32,000
Telephone	649	625	103.8%	770	1,250	10.3%	7,500
Voip Phone System	1,045	1,667	62.7%	2,116	3,333	10.6%	20,000
Building & Custodial Supplies	3,232	4,292	75.3%	3,232	8,583	6.3%	51,500
Building Repairs	1,965	1,408	139.5%	4,469	2,817	26.4%	16,900
Printer Lease	-	1,658	0.0%	3,410	3,317	17.1%	19,900
Postage Machine Rental	-	105	0.0%	222	210	17.7%	1,260
IT - Equipment	12,403	10,414	119.1%	28,182	20,828	22.6%	124,970
IT - Line Costs	645	1,320	48.8%	1,289	2,640	8.1%	15,840
IT - Consultant	2,835	4,608	61.5%	5,922	9,217	10.7%	55,300
IT - Maintenance	10,746	11,417	94.1%	19,098	22,833	13.9%	137,000
Library Furniture	-	2,500	0.0%	-	5,000	0.0%	30,000
Outreach Services	104	417	25.0%	619	833	12.4%	5,000

Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended February 29, 2024

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	335	542	61.8%	335	1,083	5.2%	6,500
Staff Training & Education	1,666	2,958	56.3%	4,780	5,917	13.5%	35,500
Patron Programs & Events	10,374	7,375	140.7%	20,532	14,750	23.2%	88,500
Library Committees	668	1,667	40.1%	896	3,333	4.5%	20,000
Association Dues & Fees	577	625	92.4%	976	1,250	13.0%	7,500
Special Events	-	667		-	1,333	0.0%	8,000
Public Information	395	4,958	8.0%	7,150	9,917	12.0%	59,500
Tech Services Supplies	558	3,075	18.1%	997	6,150	2.7%	36,900
Office Supplies	816	383	213.2%	1,609	767	35.0%	4,600
Postage	-	1,500	0.0%	2,957	3,000	16.4%	18,000
Printing	-	1,250	0.0%	3,884	2,500	25.9%	15,000
Contribution to IMRF	30,815	36,102	85.4%	62,230	72,204	14.4%	433,225
Contribution to FICA	21,056	22,696	92.8%	42,608	45,393	15.6%	272,355
Audit	-	1,758	0.0%	-	3,517	0.0%	21,100
Liability Ins.-D&O,Bonds,WC	2,067	6,710	30.8%	4,134	13,420	5.1%	80,520
Unemployment Compensation	-	849	0.0%	-	1,698	0.0%	10,190
Bank Charges	-	50	0.0%	45	102	7.5%	600
Building Renovations	-	-		-	-		-
2024 Building Improvements (CP Func	-	41,667	0.0%	-	83,333	0.0%	500,000
<b>Total Expenditures</b>	<b>504,944</b>	<b>641,001</b>		<b>1,047,237</b>	<b>1,282,000</b>		<b>7,692,000</b>
<b>Total Operating Expenditures</b>	<b>504,944</b>	<b>599,334</b>		<b>1,047,237</b>	<b>1,198,667</b>		<b>7,192,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>1,424,369</b>	<b>(41,669)</b>		<b>912,669</b>	<b>(83,332)</b>		<b>-</b>
<b>Interfund Transfers In / (Out)</b>	<b>(250,000)</b>	<b>-</b>		<b>-</b>	<b>-</b>		<b>-</b>
<b>Net Change In Fund Balance</b>	<b>1,174,369</b>	<b>(41,669)</b>		<b>912,669</b>	<b>(83,332)</b>		<b>-</b>

**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended February 29, 2024**

	<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>
<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	2,219	4,362	1	7	2,910	6,021
Capital Campaign	0	0	0	0	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>Total Revenue</b>	<b>2,219</b>	<b>4,362</b>	<b>1</b>	<b>7</b>	<b>2,910</b>	<b>6,021</b>
<b>Expenditures</b>						
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	0	0	0	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
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>	<b>0</b>	<b>0</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>2,219</b>	<b>4,362</b>	<b>1</b>	<b>-36</b>	<b>2,910</b>	<b>6,021</b>
<b>Interfund Transfers In / (Out)</b>	<b>250,000</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Change in Fund Balance</b>	<b>252,219</b>	<b>254,362</b>	<b>1</b>	<b>-36</b>	<b>2,910</b>	<b>6,021</b>