



PALOS HEIGHTS  
PUBLIC LIBRARY

BOARD MOTIONS APPROVED  
May 16, 2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	APRIL	\$160,305.52	6.1 to 6.4
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	4/30/2024	N/A	1



PALOS HEIGHTS  
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES  
MONTH ENDING: APRIL 2024

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$78.77		\$78.77
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$147.11		\$147.11
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$636.00		\$636.00
» Miscellaneous	\$1,380.67		\$1,380.67
<b>DONATIONS/GIFTS</b>			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$55.00		\$55.00
» Planned Giving (Trusts/Wills)	\$36.45		\$36.45
<b>COPIER</b>	\$540.00		\$540.00
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$1,140.79	\$2.62	\$1,143.41
<b>TOTAL REVENUES</b>	<b>\$4,014.79</b>	<b>\$2.62</b>	<b>\$4,017.41</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$76,572.84		\$76,572.84
» Employee Benefits	\$28,803.41		\$28,803.41
» Staff & Board Development	\$711.02		\$711.02
CONTRACTUAL SERVICES	\$12,480.63		\$12,480.63
BUILDING MAINTENANCE	\$3,528.64		\$3,528.64
INSURANCE	\$0.00		\$0.00
UTILITIES	\$406.34		\$406.34
SUPPLIES	\$2,348.33		\$2,348.33
CAPITAL EXPENSES	\$5,849.36		\$5,849.36
MEDIA	\$11,284.74		\$11,284.74
REIMBURSEMENTS	\$7,060.67		\$7,060.67
SR PROJECTS	\$11,259.54		\$11,259.54
<b>TOTAL EXPENDITURES</b>	<b>\$160,305.52</b>	<b>\$0.00</b>	<b>\$160,305.52</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DEFICIENCY)</b>	<b>-\$156,290.73</b>	<b>\$2.62</b>	<b>-\$156,288.11</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00		\$0.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-\$156,290.73</b>	<b>\$2.62</b>	<b>-\$156,288.11</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$1,248,149.88</b>	<b>\$3,132.17</b>	<b>\$1,251,282.05</b>
<b>END OF MONTH</b>	<b>\$1,091,859.15</b>	<b>\$3,134.79</b>	<b>\$1,094,993.94</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: APRIL 2024

	BUDGETED AMOUNTS			Variance	Balance
	Original	Final	Actual	With Final Budget	%
<b>REVENUES</b>					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$962,682.47	\$962,816.92	50.00%
CORPORATE REPLACEMENT TAX	\$30,000.00	\$30,000.00	\$24,912.99	\$5,087.01	83.04%
<b>DIRECT REVENUES</b>					
<b>FRONT DESK</b>					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$436.48	\$2,063.52	17.46%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$302.19	\$1,497.81	16.79%
Miscellaneous	\$3,500.00	\$3,500.00	\$1,398.96	\$2,101.04	39.97%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$5,511.35	\$5,488.65	50.10%
Miscellaneous	\$12,784.00	\$12,784.00	\$13,027.76	-\$243.76	101.91%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$55.00	\$945.00	5.50%
Unrestricted	\$15,000.00	\$15,000.00	\$236.34	\$14,763.66	1.58%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$4,000.00	\$4,000.00	\$1,735.62	\$2,264.38	43.39%
<b>GRANTS</b>	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
<b>INTEREST</b>	\$6,575.00	\$6,575.00	\$2,600.70	\$3,974.30	39.55%
<b>TOTAL REVENUES</b>	<b>\$2,046,458.69</b>	<b>\$2,046,458.69</b>	<b>\$1,012,899.86</b>	<b>\$1,033,558.83</b>	<b>49.50%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$964,446.00	\$964,446.00	\$294,349.21	-\$670,096.79	-69.48%
Employee Benefits	\$293,484.36	\$293,484.36	\$92,662.11	-\$200,822.25	-68.43%
Staff & Board Development	\$10,500.00	\$10,500.00	\$3,792.52	-\$6,707.48	-63.88%
<b>CONTRACTUAL SERVICES</b>	<b>\$186,983.88</b>	<b>\$186,983.88</b>	<b>\$53,364.50</b>	<b>-\$133,619.38</b>	<b>-71.46%</b>
<b>BUILDING MAINTENANCE</b>	<b>\$46,404.69</b>	<b>\$46,404.69</b>	<b>\$12,374.15</b>	<b>-\$34,030.54</b>	<b>-73.33%</b>
<b>INSURANCE</b>	<b>\$23,087.56</b>	<b>\$23,087.56</b>	<b>\$22,679.80</b>	<b>-\$407.76</b>	<b>-1.77%</b>
<b>UTILITIES</b>	<b>\$14,193.12</b>	<b>\$14,193.12</b>	<b>\$2,209.79</b>	<b>-\$11,983.33</b>	<b>-84.43%</b>
<b>SUPPLIES</b>	<b>\$26,595.00</b>	<b>\$26,595.00</b>	<b>\$10,129.70</b>	<b>-\$16,465.30</b>	<b>-61.91%</b>
<b>CAPITAL EXPENSES</b>	<b>\$478,500.00</b>	<b>\$478,500.00</b>	<b>\$13,821.85</b>	<b>-\$464,678.15</b>	<b>-97.11%</b>
<b>MEDIA</b>	<b>\$179,278.95</b>	<b>\$179,278.95</b>	<b>\$51,924.91</b>	<b>-\$127,354.04</b>	<b>-71.04%</b>
<b>REIMBURSEMENTS</b>	<b>\$47,985.13</b>	<b>\$47,985.13</b>	<b>\$22,326.98</b>	<b>-\$25,658.15</b>	<b>-53.47%</b>
<b>SR PROJECTS</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$15,405.99</b>	<b>-\$9,594.01</b>	<b>-38.38%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,296,458.69</b>	<b>\$2,296,458.69</b>	<b>\$595,041.51</b>	<b>-\$1,701,417.18</b>	<b>-74.09%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>-\$250,000.00</b>	<b>-\$250,000.00</b>	<b>\$417,858.35</b>	<b>-\$667,858.35</b>	
<b>OTHER FINANCING USES</b>					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
<b>TOTAL OTHER FINANCING USES</b>			<b>\$0.00</b>		
<b>NET CHANGE IN FUND BALANCE</b>			<b>\$417,858.35</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$1,021,227.46</b>		
			<b>-\$734,050.69</b>		



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: APRIL 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>					
<b>OPERATIONAL SALARIES</b>					
4311 SALARIED EMPLOYEES	\$746,139.40	\$60,818.20	\$228,677.92	\$517,461.48	69.35%
4312 HOURLY EMPLOYEES	\$213,106.60	\$15,754.64	\$65,671.29	\$147,435.31	69.18%
4313 ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$0.00	\$5,200.00	100.00%
<b>TOTAL OPERATIONAL SALARIES</b>	<b>\$964,446.00</b>	<b>\$76,572.84</b>	<b>\$294,349.21</b>	<b>\$670,096.79</b>	<b>69.48%</b>
<b>EMPLOYEE BENEFITS</b>					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$11,356.15	\$22,655.67	\$52,592.94	69.89%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$5,524.99	\$22,317.36	\$51,064.96	69.59%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$47,689.08	\$96,164.35	66.85%
4334 CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$293,484.36</b>	<b>\$28,803.41</b>	<b>\$92,662.11</b>	<b>\$200,822.25</b>	<b>68.43%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>					
4351 MEMBERSHIP FEES	\$2,200.00	\$0.00	\$876.00	\$1,324.00	60.18%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$150.00	\$650.00	81.25%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$35.70	\$464.30	92.86%
4354 PROFESSIONAL STAFF	\$5,000.00	\$690.06	\$2,035.17	\$2,964.83	59.30%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$492.00	\$508.00	50.80%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$20.96	\$203.65	\$796.35	79.64%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>	<b>\$10,500.00</b>	<b>\$711.02</b>	<b>\$3,792.52</b>	<b>\$6,707.48</b>	<b>63.88%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>	<b>\$1,268,430.36</b>	<b>\$106,087.27</b>	<b>\$390,803.84</b>	<b>\$877,626.52</b>	<b>69.19%</b>
<b>CONTRACTUAL SERVICES</b>					
<b>PROFESSIONAL SERVICES</b>					
4361 AUDIT FEES	\$7,171.50	\$0.00	\$5,200.00	\$1,971.50	27.49%
4362 LEGAL FEES	\$2,000.00	\$523.50	\$748.50	\$1,251.50	62.58%
4363 CONSULTANT FEES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4364 APPRAISAL	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4365 ACCOUNTANT	\$4,714.50	\$365.00	\$1,460.00	\$3,254.50	69.03%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$17,886.00</b>	<b>\$888.50</b>	<b>\$7,408.50</b>	<b>\$10,477.50</b>	<b>58.58%</b>
<b>OUTSIDE SERVICES</b>					
4412 PAYROLL SERVICES	\$4,800.00	\$383.49	\$1,805.96	\$2,994.04	62.38%
4414 ALARM	\$3,226.00	\$0.00	\$1,240.37	\$1,985.63	61.55%
4416 MAINTENANCE	\$39,000.00	\$2,909.86	\$11,626.96	\$27,373.04	70.19%
4417 SWAN	\$30,238.74	\$7,422.84	\$14,917.74	\$15,321.00	50.67%
4418 TECHNOLOGY	\$38,010.00	\$50.97	\$3,703.94	\$34,306.06	90.26%
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$115,274.74</b>	<b>\$10,767.16</b>	<b>\$33,294.97</b>	<b>\$81,979.77</b>	<b>71.12%</b>
<b>PRINTING</b>					
4424 NEWSLETTER PRINTING	\$18,823.14	\$0.00	\$3,088.00	\$15,735.14	83.59%
<b>TOTAL PRINTING</b>	<b>\$18,823.14</b>	<b>\$0.00</b>	<b>\$3,088.00</b>	<b>\$15,735.14</b>	<b>83.59%</b>
<b>PROGRAMMING</b>					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$189.97	\$2,008.30	\$7,991.70	79.92%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$635.00	\$4,103.80	\$8,896.20	68.43%
4454 GENERAL PROGRAMMING	\$9,000.00	\$0.00	\$1,973.13	\$7,026.87	78.08%
<b>TOTAL PROGRAMMING</b>	<b>\$32,000.00</b>	<b>\$824.97</b>	<b>\$8,085.23</b>	<b>\$23,914.77</b>	<b>74.73%</b>
<b>PUBLIC RELATIONS</b>					
4461 Public Relations	\$3,000.00	\$0.00	\$1,487.80	\$1,512.20	50.41%
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$1,487.80</b>	<b>\$1,512.20</b>	<b>50.41%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>	<b>\$186,983.88</b>	<b>\$12,480.63</b>	<b>\$53,364.50</b>	<b>\$133,619.38</b>	<b>71.46%</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND  
BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: APRIL 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>BUILDING MAINTENANCE</b>					
<b>REPAIRS &amp; MAINTENANCE</b>					
4431 PEST CONTROL	\$856.68	\$64.90	\$259.60	\$597.08	69.70%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$0.00	\$12,600.00	100.00%
4434 BUILDING REPAIRS	\$9,000.00	\$1,916.23	\$4,841.50	\$4,158.50	46.21%
4436 LAWN MAINTENANCE	\$9,574.57	\$915.97	\$1,225.94	\$8,348.63	87.20%
4437 SNOW REMOVAL	\$6,554.96	\$0.00	\$3,358.00	\$3,196.96	48.77%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>\$38,586.21</b>	<b>\$2,897.10</b>	<b>\$9,685.04</b>	<b>\$28,901.17</b>	<b>74.90%</b>
<b>EQUIPMENT MAINTENANCE</b>					
4531 COPIER	\$7,578.48	\$631.54	\$2,689.11	\$4,889.37	64.52%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
<b>TOTAL EQUIPMENT MAINTENANCE</b>	<b>\$7,818.48</b>	<b>\$631.54</b>	<b>\$2,689.11</b>	<b>\$5,129.37</b>	<b>65.61%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>	<b>\$46,404.69</b>	<b>\$3,528.64</b>	<b>\$12,374.15</b>	<b>\$34,030.54</b>	<b>73.33%</b>
<b>INSURANCE</b>					
4441 BLDG. & CONTENTS/GLASS/LIMR/ICC	\$21,346.66	\$0.00	\$20,938.90	\$407.76	1.91%
4443 DISABILITY (WORKMEN'S COMP)	\$1,740.90	\$0.00	\$1,740.90	\$0.00	0.00%
<b>GROUP TOTAL INSURANCE</b>	<b>\$23,087.56</b>	<b>\$0.00</b>	<b>\$22,679.80</b>	<b>\$407.76</b>	<b>1.77%</b>
<b>UTILITIES</b>					
4472 WATER	\$2,750.00	\$219.92	\$822.00	\$1,928.00	70.11%
4473 GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474 TELEPHONE/FAX	\$2,625.00	\$186.42	\$747.81	\$1,877.19	71.51%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$0.00	\$639.98	\$5,678.14	89.87%
<b>GROUP TOTAL UTILITIES</b>	<b>\$14,193.12</b>	<b>\$406.34</b>	<b>\$2,209.79</b>	<b>\$11,983.33</b>	<b>84.43%</b>
<b>SUPPLIES</b>					
<b>OFFICE SUPPLIES</b>					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$152.75	\$318.91	\$681.09	68.11%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$229.34	\$1,770.66	88.53%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$49.68	\$648.72	\$2,551.28	79.73%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$460.66	\$2,839.12	\$3,160.88	52.68%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$24.90	\$1,573.12	\$1,476.88	48.42%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$92.67	\$225.64	\$974.36	81.20%
<b>TOTAL OFFICE SUPPLIES</b>	<b>\$17,450.00</b>	<b>\$780.66</b>	<b>\$5,834.85</b>	<b>\$11,615.15</b>	<b>66.56%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$746.19	\$2,511.10	\$1,938.90	43.57%
<b>TOTAL JANITORIAL/CLEANING SUPPLIES</b>	<b>\$4,450.00</b>	<b>\$746.19</b>	<b>\$2,511.10</b>	<b>\$1,938.90</b>	<b>43.57%</b>
<b>MAILING EXPENSES &amp; FEES</b>					
4551 POSTAGE & HANDLING	\$600.00	\$21.48	\$183.75	\$416.25	69.38%
4553 BULK FEES & PERMITS	\$4,095.00	\$800.00	\$1,600.00	\$2,495.00	60.93%
<b>TOTAL OFFICE EXPENSE</b>	<b>\$4,695.00</b>	<b>\$821.48</b>	<b>\$1,783.75</b>	<b>\$2,911.25</b>	<b>62.01%</b>
<b>GROUP TOTAL SUPPLIES</b>	<b>\$26,595.00</b>	<b>\$2,348.33</b>	<b>\$10,129.70</b>	<b>\$16,465.30</b>	<b>61.91%</b>
<b>CAPITAL EXPENSES</b>					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$5,849.36	\$13,821.85	\$464,678.15	97.11%
<b>GROUP TOTAL CAPITAL EXPENSES</b>	<b>\$478,500.00</b>	<b>\$5,849.36</b>	<b>\$13,821.85</b>	<b>\$464,678.15</b>	<b>97.11%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: APRIL 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
4710A	DATABASES - Adult	\$27,000.00	\$0.00	\$7,280.29	\$19,719.71	73.04%
4710B	DATABASES - Youth	\$6,000.00	\$0.00	\$850.00	\$5,150.00	85.83%
4711	PERIODICALS	\$14,500.00	\$901.64	\$901.64	\$13,598.36	93.78%
4712	CONTINUATIONS	\$600.00	\$16.43	\$39.82	\$560.18	93.36%
4714	LARGE PRINT	\$5,500.00	\$485.03	\$757.29	\$4,742.71	86.23%
4715	BOOKS - Adult	\$32,300.00	\$2,097.47	\$8,093.37	\$24,206.63	74.94%
4716	BOOKS - Youth	\$33,000.00	\$3,766.66	\$10,519.98	\$22,480.02	68.12%
4717	VIDEOS - Adult	\$4,500.00	\$696.84	\$1,091.19	\$3,408.81	75.75%
4718	VIDEOS - Youth	\$1,300.00	\$246.64	\$246.64	\$1,053.36	81.03%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$127.97	\$427.90	\$1,572.10	78.61%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$11,795.70	\$898.99	\$7,052.39	\$4,743.31	40.21%
4722	REALIA	\$1,000.00	\$0.00	\$179.65	\$820.35	82.04%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$549.07	\$549.07	\$750.93	57.76%
4724	GADGETS & GIZMOS	\$1,000.00	\$0.00	\$57.69	\$942.31	94.23%
4725A	E-BOOKS - Adult	\$10,000.00	\$0.00	\$5,663.41	\$4,336.59	43.37%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$0.00	\$4,718.10	\$8,281.90	63.71%
4726	EBOOKS - Youth	\$3,500.00	\$1,498.00	\$1,498.00	\$2,002.00	57.20%
4727	PRESS READER	\$7,733.25	\$0.00	\$1,998.48	\$5,734.77	74.16%
<b>GROUP TOTAL MEDIA</b>		<b>\$179,278.95</b>	<b>\$11,284.74</b>	<b>\$51,924.91</b>	<b>\$127,354.04</b>	<b>71.04%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>						
4900	MISCELLANEOUS	\$18,184.83	\$1,079.37	\$4,544.46	\$13,640.37	75.01%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$4,720.00	\$16,400.00	\$1,400.30	7.87%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$1,261.30	\$1,382.52	\$9,617.48	87.43%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4906b	FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>		<b>\$47,985.13</b>	<b>\$7,060.67</b>	<b>\$22,326.98</b>	<b>\$25,658.15</b>	<b>53.47%</b>
<b>SPECIAL RESERVE PROJECTS</b>						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$11,259.54	\$15,405.99	\$9,594.01	38.38%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>		<b>\$25,000.00</b>	<b>\$11,259.54</b>	<b>\$15,405.99</b>	<b>\$9,594.01</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$2,296,458.69</b>	<b>\$160,305.52</b>	<b>\$595,041.51</b>	<b>\$1,701,417.18</b>	<b>74.09%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: APRIL 2024

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
Check	04/18/2024	5674	03 Mar. Bank Reconciliations Invoice 2020	4365 Accountant	\$365.00
Total for Adducci Vega Financial Group, LLC					\$365.00
Anderson Pest Solutions					
Check	04/18/2024	5675	Invoice 59615772	4431 Pest Control	\$64.90
Total for Anderson Pest Solutions					\$64.90
Baker & Taylor C205293 Continuations					
Expense	04/04/2024	BT PORTAL	03 March Continuations	4712 Continuations	\$16.43
Total for Baker & Taylor C205293 Continuations					\$16.43
Baker & Taylor L5040682 Adult Books					
Expense	04/04/2024	BT PORTAL	03 March Adult	4715 Books - Adult	\$155.34
Expense	04/04/2024	BT PORTAL	03 March pre processing fee	4515 Technical Services - Supplies	\$0.99
Total for Baker & Taylor L5040682 Adult Books					\$156.33
Baker & Taylor L5346512 Youth Books					
Expense	04/04/2024	BT PORTAL	03 March YTS	4716 Books - Youth	\$813.14
Expense	04/04/2024	BT PORTAL	03 March pre processing fee	4515 Technical Services - Supplies	\$56.43
Total for Baker & Taylor L5346512 Youth Books					\$869.57
Breeze Creative					
Check	04/12/2024	23052	void printed incorrectly	7001 Special Reserves Projects	\$0.00
Check	04/16/2024	23053	Digital Ball Wall replacement Projector	7001 Special Reserves Projects	\$1,690.00
ACH	4/30/2024	ACH	Digital Wall computer	7001 Special Reserves Projects	\$1,790.00
Total for Breeze Creative					\$3,480.00
CDW Government, Inc.					
Check	04/23/2024	5680	NUC AIRSERVIER CONNECT 2	7001 Special Reserves Projects	\$547.24
Total for CDW Government, Inc.					\$547.24
CENGAGE/Gale Learning					
Check	04/04/2024	5667	03 March Invoices	4714 Large Print Books	\$380.68
Total for CENGAGE/Gale Learning					\$380.68
CIT					
Check	04/08/2024	5669	Invoice 4451068	4531 Copier	\$631.54
Total for CIT					\$631.54
City Of Palos Heights IMRF					
Check	04/02/2024	23051	03 March Payment	4331 IMRF III. Muni. Ret. Fund	\$5,675.27
Check	04/02/2024	23051	03 March Payment	2053 FT- Employee Contribution IMRF	\$2,577.70
Check	04/02/2024	23051	03 March Payment	2054 PT -Employee Contribution IMRF	\$159.58
Check	04/02/2024	23051	03 March Payment	2055 Employee Paid Vol. IMRF	\$958.68
Check	04/26/2024	23055	04 April Payment	2053 FT- Employee Contribution IMRF	\$2,577.70
Check	04/26/2024	23055	04 April Payment	2054 PT -Employee Contribution IMRF	\$162.28
Check	04/26/2024	23055	04 April Payment	2055 Employee Paid Vol. IMRF	\$958.68
Check	04/26/2024	23055	04 April Payment	4331 IMRF III. Muni. Ret. Fund	\$5,680.88
Total for City Of Palos Heights IMRF					\$18,750.77
City of Palos Hts. - Water Bill					
Check	04/18/2024	5676	Monthly bill	4472 Water	\$219.92
Total for City of Palos Hts. - Water Bill					\$219.92
ComEd					
Check	04/10/2024	5673	Billing through 3.6.24	4631 Special Reserves Replenishment	\$5,849.36
Total for ComEd					\$5,849.36
Cosmopolitan Building Services					
Check	04/08/2024	5670	04 April Janitorial Services Invoice 6635	4416 Maintenance	\$2,722.50
Total for Cosmopolitan Building Services					\$2,722.50



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: APRIL 2024

Type	Date	Num	Memo	Account	Amount
Demco					
Check	04/04/2024	5662	Invoice 7462222 Supplies	4511 Public Services - Supplies	\$207.98
Total for Demco					\$207.98
Dependable Building Maintenance Svc LLC					
Check	04/23/2024	5679	Invoice 21891 & 21853	4434 Building Repairs	\$1,916.23
Total for Dependable Building Maintenance Svc LLC					\$1,916.23
Gary Midkiff					
Check	04/03/2024	5660	4.29.24 Overlooked American Women	4452 Public Services Programming	\$260.00
Total for Gary Midkiff					\$260.00
Ingram					
Check	04/04/2024	5668	03 March Invoices	4714 Large Print Books	\$104.35
Check	04/04/2024	5668	03 March Invoices	4715 Books - Adult	\$1,887.19
Check	04/04/2024	5668	03 March Invoices	4716 Books - Youth	\$2,953.52
Check	04/04/2024	5668	03 March Pre processing fee	4515 Technical Services - Supplies	\$246.51
Total for Ingram					\$5,191.57
Klein, Thorpe And Jenkins					
Check	04/08/2024	5671	Legal services through 02.29.24	4362 Legal Fees	\$319.00
Check	04/18/2024	5677	Legal services through 03.31.24	4362 Legal Fees	\$204.50
Total for Klein, Thorpe And Jenkins					\$523.50
LIMRiCC-Employees					
Expense	04/08/2024	ACH LIM	04 April	4333 Insurance	\$11,922.27
Expense	04/08/2024	ACH LIM	Employee Paid Benefits	2050 2050 Employee Paid LIMRiCC	\$654.76
Expense	04/08/2024	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$1,079.37
Total for LIMRiCC-Employees					\$13,656.40
Midwest Tape					
Check	04/04/2024	5663	03 March Pre processing fee	4515 Technical Services - Supplies	\$8.97
Check	04/04/2024	5663	03 March Audiobooks	4719 Audiobooks - Adult	\$127.97
Check	04/04/2024	5664	03 March Pre processing fee	4515 Technical Services - Supplies	\$25.74
Check	04/04/2024	5664	03 March YTS	4718 Videos - Youth	\$246.64
Check	04/04/2024	5665	03 March Pre processing fee	4515 Technical Services - Supplies	\$14.04
Check	04/04/2024	5666	03 March Videos	4717 Videos - Adult	\$626.01
Total for Midwest Tape					\$1,049.37
Nina Koziol					
Check	04/03/2024	5659	4.18.24 Gardening , for Birds Butterflies & Bees	4452 Public Services Programming	\$200.00
Total for Nina Koziol					\$200.00
Old National Bank - Visa					
Expense	04/04/2024	MC PORTAL	M Matkowski Arranging Time	4354 Professional Staff	\$150.00
Expense	04/04/2024	MC PORTAL	Netflix	4451 Youth & Teen Programming	\$15.49
Expense	04/04/2024	MC PORTAL	Google Fi / Sip	4474 Telephone/FAX	\$115.23
Expense	04/04/2024	MC PORTAL	Adobe/Duo/Zoom	4721 Software	\$289.99
Expense	04/04/2024	MC PORTAL	4451-April Programming	4451 Youth & Teen Programming	\$150.56
Expense	04/04/2024	MC PORTAL	Supplies/Credit for white boards	4511 Public Services - Supplies	-\$55.23
Expense	04/04/2024	MC PORTAL	Supplies	4514 Business Office - Supplies	\$49.68
Expense	04/04/2024	MC PORTAL	4515-March 24 Supplies	4515 Technical Services - Supplies	\$107.98
Expense	04/04/2024	MC PORTAL	Custom Stamp	4516 Circulation - Supplies	\$24.90
Expense	04/04/2024	MC PORTAL	Paper plates, bowls, ect	4519 Hospitality - Supplies	\$92.67
Expense	04/04/2024	MC PORTAL	Cleaning supplies/Maint supplies	4541 Maintenance/Cleaning Supplies	\$746.19
Expense	04/04/2024	MC PORTAL	OCLC	4551 Postage & Handling	\$21.48
Expense	04/04/2024	MC PORTAL	Books	4715 Books - Adult	\$54.94
Expense	04/04/2024	MC PORTAL	DVD	4717 Videos - Adult	\$70.83
Expense	04/04/2024	MC PORTAL	Constant Contact renewal	4721 Software	\$609.00
Expense	04/04/2024	MC PORTAL	March 24 Video Games	4723B Video Games - Youth	\$549.07
Expense	04/04/2024	MC PORTAL	Summer Reading Tshirts	4904 Reimb. - Friends Book Sales	\$422.02
Expense	04/04/2024	MC PORTAL	Little Free Library	4904 Reimb. - Friends Book Sales	\$397.32
Expense	04/04/2024	MC PORTAL	Fab Lab Supplies	4904 Reimb. - Friends Book Sales	\$141.96
Expense	04/04/2024	MC PORTAL	Laptop under desk mount (3)	4418 Technology	\$50.97
Expense	04/04/2024	MC PORTAL	Chairs for managers/ego leaf blower/ projector lamp replacement	7001 Special Reserves Projects	\$3,051.49
Total for Old National Bank - Visa					\$7,056.54





# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: APRIL 2024

Type	Date	Num	Memo	Account	Amount
OTIS Elevator					
Expense	04/18/2024	OTIS PORTAL	Invoice 100401525010	4416 Maintenance	\$187.36
Total for Otis Elevator					\$187.36
OverDrive, Inc.					
Check	04/03/2024	5656	01658CO24095205	4726 E-Books - Youth	\$1,498.00
Check	04/08/2024	5672	CD165824038290 Magazine Subscriptions	4711 Periodicals	\$901.64
Total for OverDrive, Inc.					\$2,399.64
Paylocity Payroll Billing					
Expense	04/05/2024	EFT	--	4412 Payroll Services	\$111.26
Expense	04/19/2024	EFT	--	4412 Payroll Services	\$272.23
Total for Paylocity Payroll Billing					\$383.49
Pay Pal					
Expense	04/18/2024	PAY PAL		7001 B&H Photo - CyberPower Sinewave UPS	\$3,548.08
Total for Pay Pal					\$3,548.08
Paylocity Payroll Net					
Expense	04/05/2024	EFT	--	4311 Salaried Employees	\$20,123.39
Expense	04/05/2024	EFT	--	4312 Hourly Employees	\$6,661.65
Expense	04/05/2024	EFT	CD Conference Power UP - Madison Wisc.	4354 Professional Staff	\$540.06
Expense	04/05/2024	EFT	CE Painting Program Home Depot	4451 Youth & Teen Programming	\$23.92
Expense	04/05/2024	EFT	BS 03 March Homebound Deliveries	4356 Mileage Reimbursement	\$20.96
Expense	04/19/2024	EFT	--	4311 Salaried Employees	\$20,595.69
Expense	04/19/2024	EFT	--	4312 Hourly Employees	\$6,446.80
Total for Paylocity Payroll Net					\$54,412.47
Paylocity Payroll Taxes					
Expense	04/05/2024	EFT	--	4311 Salaried Employees	\$6,094.57
Expense	04/05/2024	EFT	--	4332 FICA Social Security	\$2,746.79
Expense	04/05/2024	EFT	--	4312 Hourly Employees	\$1,177.56
Expense	04/19/2024	EFT	--	4311 Salaried Employees	\$6,277.03
Expense	04/19/2024	EFT	--	4332 FICA Social Security	\$2,778.20
Expense	04/19/2024	EFT	--	4312 Hourly Employees	\$1,146.77
Total for Paylocity Payroll Taxes					\$20,220.92
Peerless Network, Inc					
Check	04/18/2024	5678	Invoice 48854	4474 Telephone/FAX	\$71.19
Total for Peerless Network, Inc					\$71.19
Roy Erikson Outdoor Maintenance					
Check	04/03/2024	5655	04 April Weekly Landscaping	4436 Lawn Maintenance	\$915.97
Total for Roy Erikson Outdoor Maintenance					\$915.97
SWAN					
Expense	04/18/2024	ACH SWAN	Reciprocal Borrowing ILL	4417 SWAN/CLC	\$7,422.84
Total for SWAN					\$7,422.84
Tim Wilsey					
Check	04/03/2024	5658	4.16.24 White Sox & Cubs Legends	4452 Public Services Programming	\$175.00
Total for Tim Wilsey					\$175.00
Truty, Marcin					
Expense	04/04/2024	ACH MT	03 March 24	4902 Grants	\$4,720.00
Total for Truty, Marcin					\$4,720.00
Uline					
Check	04/03/2024	5657	Glass Magnetic White Boards 1st Floor	7001 Special Reserves Projects	\$632.73
Total for Uline					\$632.73
U.S. Post Office					
Check	04/25/2024	23054	Newsletter postage	4553 Bulk Fees & Permits	\$800.00
Total for U.S. Post Office					\$800.00



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY  
CHECKS FOR BOARD APPROVAL  
MONTH ENDING: APRIL 2024

Type	Date	Num	Memo	Account	Amount
Wenstrup, Gary					
Check	04/03/2024	5661	4.30.24 History of Willie Nelson	4904 Reimb. - Friends Book Sales	\$300.00
Total for Wenstrup, Gary					\$300.00
TOTAL CHECKS FOR BOARD APPROVAL					\$160,305.52



# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MONTH ENDING: APRIL 2024

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	TOTAL FUND BALANCE
BEGINNING BALANCE	\$35,642.85	\$1,211,223.32	\$1,083.71	\$200.00	\$572.09	\$2,560.08	\$1,251,282.05
WITHDRAWLS	(\$160,305.52)						(\$160,305.52)
TRANSFERS	\$75,000.00	(\$75,000.00)					\$0.00
	\$37,516.72	(\$37,516.72)					
	\$40,000.00	(\$40,000.00)					
	\$37,944.85	(\$37,944.85)					
DEPOSITS	\$1,079.37						\$2,874.00
	\$329.92						
	\$312.41						
	\$55.00						
	\$248.50						
	\$288.30						
	\$259.20						
	\$301.30						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.70	\$1,135.28	\$4.81	N/A	N/A	\$2.62	\$1,143.41
ENDING BALANCE	\$68,673.60	\$1,021,897.03	\$1,088.52	\$200.00	\$572.09	\$2,562.70	\$1,094,993.94
TOTALS	\$1,091,859.15 GENERAL FUND				\$3,134.79 SPECIAL RESERVES FUND		\$1,094,993.94 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.25%	5.422%	N/A	N/A	1.25%	

TOTAL FUND BALANCE MONTH ENDING: APRIL 30, 2024

\$1,094,993.94