



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**BOARD MOTIONS APPROVED**  
**April 18, 2024**

		AMOUNT	PAGE(s)
<b>MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:</b>	<b>MARCH</b>	<b>\$130,329.82</b>	<b>6.1 to 6.4</b>
<b>MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:</b>			
<b>MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:</b>	<b>3/31/2024</b>	<b>N/A</b>	<b>1</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES  
MONTH ENDING: MARCH 2024

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$703,460.53		\$703,460.53
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$58.99		\$58.99
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$364.55		\$364.55
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$767.85		\$767.85
» Miscellaneous	\$1,107.37		\$1,107.37
<b>DONATIONS/GIFTS</b>			\$0.00
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$32.58		\$32.58
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>COPIER</b>	\$551.17		\$551.17
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$356.91	\$2.71	\$359.62
<b>TOTAL REVENUES</b>	<b>\$706,699.95</b>	<b>\$2.71</b>	<b>\$706,702.66</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$70,095.98		\$70,095.98
» Employee Benefits	\$17,517.27		\$17,517.27
» Staff & Board Development	\$1,972.66		\$1,972.66
CONTRACTUAL SERVICES	\$18,882.28		\$18,882.28
BUILDING MAINTENANCE	\$1,827.39		\$1,827.39
INSURANCE	\$0.00		\$0.00
UTILITIES	\$1,002.51		\$1,002.51
SUPPLIES	\$1,790.68		\$1,790.68
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$9,378.39		\$9,378.39
REIMBURSEMENTS	\$4,836.35		\$4,836.35
SR PROJECTS	\$3,026.31		\$3,026.31
<b>TOTAL EXPENDITURES</b>	<b>\$130,329.82</b>	<b>\$0.00</b>	<b>\$130,329.82</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	\$576,370.13	\$2.71	\$576,372.84
<b>OTHER FINANCING SOURCES (USES)</b>			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$1,506.54		\$1,506.54
**Check #5611 dated 2/15/24 uncleared adjustment made by accountant			
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$1,506.54</b>	<b>\$0.00</b>	<b>\$1,506.54</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>\$577,876.67</b>	<b>\$2.71</b>	<b>\$577,879.38</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$670,273.21</b>	<b>\$3,129.46</b>	<b>\$673,402.67</b>
<b>END OF MONTH</b>	<b>\$1,248,149.88</b>	<b>\$3,132.17</b>	<b>\$1,251,282.05</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		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>					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$357.71	\$2,142.29	14.31%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$302.19	\$1,497.81	16.79%
Miscellaneous	\$3,500.00	\$3,500.00	\$1,251.85	\$2,248.15	35.77%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$4,875.35	\$6,124.65	44.32%
Miscellaneous	\$12,784.00	\$12,784.00	\$11,647.09	\$1,136.91	91.11%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
Unrestricted	\$15,000.00	\$15,000.00	\$199.89	\$14,800.11	1.33%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$4,000.00	\$4,000.00	\$1,195.62	\$2,804.38	29.89%
<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	\$1,459.91	\$5,115.09	22.20%
<b>TOTAL REVENUES</b>	<b>\$2,046,458.69</b>	<b>\$2,046,458.69</b>	<b>\$1,008,885.07</b>	<b>\$1,037,573.62</b>	<b>49.30%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$964,446.00	\$964,446.00	\$217,776.37	-\$746,669.63	-77.42%
Employee Benefits	\$293,484.36	\$293,484.36	\$63,858.70	-\$229,625.66	-78.24%
Staff & Board Development	\$10,500.00	\$10,500.00	\$3,081.50	-\$7,418.50	-70.65%
<b>CONTRACTUAL SERVICES</b>	\$186,983.88	\$186,983.88	\$40,883.87	-\$146,100.01	-78.14%
<b>BUILDING MAINTENANCE</b>	\$46,404.69	\$46,404.69	\$8,845.51	-\$37,559.18	-80.94%
<b>INSURANCE</b>	\$23,087.56	\$23,087.56	\$22,679.80	-\$407.76	-1.77%
<b>UTILITIES</b>	\$14,193.12	\$14,193.12	\$1,803.45	-\$12,389.67	-87.29%
<b>SUPPLIES</b>	\$26,595.00	\$26,595.00	\$7,781.37	-\$18,813.63	-70.74%
<b>CAPITAL EXPENSES</b>	\$478,500.00	\$478,500.00	\$7,972.49	-\$470,527.51	-98.33%
<b>MEDIA</b>	\$179,278.95	\$179,278.95	\$40,640.17	-\$138,638.78	-77.33%
<b>REIMBURSEMENTS</b>	\$47,985.13	\$47,985.13	\$15,266.31	-\$32,718.82	-68.19%
<b>SR PROJECTS</b>	\$25,000.00	\$25,000.00	\$4,146.45	-\$20,853.55	-83.41%
<b>TOTAL EXPENDITURES</b>	<b>\$2,296,458.69</b>	<b>\$2,296,458.69</b>	<b>\$434,735.99</b>	<b>-\$1,861,722.70</b>	<b>-81.07%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>-\$250,000.00</b>	<b>-\$250,000.00</b>	<b>\$574,149.08</b>	<b>-\$824,149.08</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>			\$574,149.08		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$1,177,518.19</b>		
			-\$734,050.69		



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MARCH 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	\$53,745.44	\$167,859.72	\$578,279.68	77.50%
4312 HOURLY EMPLOYEES	\$213,106.60	\$16,350.54	\$49,916.65	\$163,189.95	76.58%
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>\$70,095.98</b>	<b>\$217,776.37</b>	<b>\$746,669.63</b>	<b>77.42%</b>
<b>EMPLOYEE BENEFITS</b>					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$0.00	\$11,299.52	\$63,949.09	84.98%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$5,595.00	\$16,792.37	\$56,589.95	77.12%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$35,766.81	\$108,086.62	75.14%
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>\$17,517.27</b>	<b>\$63,858.70</b>	<b>\$229,625.66</b>	<b>78.24%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>					
4351 MEMBERSHIP FEES	\$2,200.00	\$414.00	\$876.00	\$1,324.00	60.18%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$150.00	\$650.00	81.25%
4353 ADMINISTRATOR	\$500.00	\$35.70	\$35.70	\$464.30	92.86%
4354 PROFESSIONAL STAFF	\$5,000.00	\$915.11	\$1,345.11	\$3,654.89	73.10%
4355 SUPPORT STAFF	\$1,000.00	\$492.00	\$492.00	\$508.00	50.80%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$115.85	\$182.69	\$817.31	81.73%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>	<b>\$10,500.00</b>	<b>\$1,972.66</b>	<b>\$3,081.50</b>	<b>\$7,418.50</b>	<b>70.65%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>	<b>\$1,268,430.36</b>	<b>\$89,585.91</b>	<b>\$284,716.57</b>	<b>\$983,713.79</b>	<b>77.55%</b>
<b>CONTRACTUAL SERVICES</b>					
<b>PROFESSIONAL SERVICES</b>					
4361 AUDIT FEES	\$7,171.50	\$5,200.00	\$5,200.00	\$1,971.50	27.49%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$225.00	\$1,775.00	88.75%
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	\$1,095.00	\$3,619.50	76.77%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$17,886.00</b>	<b>\$5,565.00</b>	<b>\$6,520.00</b>	<b>\$11,366.00</b>	<b>63.55%</b>
<b>OUTSIDE SERVICES</b>					
4412 PAYROLL SERVICES	\$4,800.00	\$401.49	\$1,422.47	\$3,377.53	70.37%
4414 ALARM	\$3,226.00	\$744.00	\$1,240.37	\$1,985.63	61.55%
4416 MAINTENANCE	\$39,000.00	\$2,909.86	\$8,717.10	\$30,282.90	77.65%
4417 SWAN	\$30,238.74	\$0.00	\$7,494.90	\$22,743.84	75.21%
4418 TECHNOLOGY	\$38,010.00	\$1,690.00	\$3,652.97	\$34,357.03	90.39%
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$115,274.74</b>	<b>\$5,745.35</b>	<b>\$22,527.81</b>	<b>\$92,746.93</b>	<b>80.46%</b>
<b>PRINTING</b>					
4424 NEWSLETTER PRINTING	\$18,823.14	\$3,088.00	\$3,088.00	\$15,735.14	83.59%
<b>TOTAL PRINTING</b>	<b>\$18,823.14</b>	<b>\$3,088.00</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	\$538.19	\$1,818.33	\$8,181.67	81.82%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$956.50	\$3,468.80	\$9,531.20	73.32%
4454 GENERAL PROGRAMMING	\$9,000.00	\$1,540.63	\$1,973.13	\$7,026.87	78.08%
<b>TOTAL PROGRAMMING</b>	<b>\$32,000.00</b>	<b>\$3,035.32</b>	<b>\$7,260.26</b>	<b>\$24,739.74</b>	<b>77.31%</b>
<b>PUBLIC RELATIONS</b>					
4461 Public Relations	\$3,000.00	\$1,448.61	\$1,487.80	\$1,512.20	50.41%
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$3,000.00</b>	<b>\$1,448.61</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>\$18,882.28</b>	<b>\$40,883.87</b>	<b>\$146,100.01</b>	<b>78.14%</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: MARCH 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	\$194.70	\$661.98	77.27%
4432	HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$0.00	\$12,600.00	100.00%
4434	BUILDING REPAIRS	\$9,000.00	\$968.00	\$2,925.27	\$6,074.73	67.50%
4436	LAWN MAINTENANCE	\$9,574.57	\$0.00	\$309.97	\$9,264.60	96.76%
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>\$1,032.90</b>	<b>\$6,787.94</b>	<b>\$31,798.27</b>	<b>82.41%</b>
<b>EQUIPMENT MAINTENANCE</b>						
4531	COPIER	\$7,578.48	\$794.49	\$2,057.57	\$5,520.91	72.85%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
<b>TOTAL EQUIPMENT MAINTENANCE</b>		<b>\$7,818.48</b>	<b>\$794.49</b>	<b>\$2,057.57</b>	<b>\$5,760.91</b>	<b>73.68%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>		<b>\$46,404.69</b>	<b>\$1,827.39</b>	<b>\$8,845.51</b>	<b>\$37,559.18</b>	<b>80.94%</b>
<b>INSURANCE</b>						
4441	BLDG. & CONTENTS/GLASS/LIMRICC	\$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	\$205.50	\$602.08	\$2,147.92	78.11%
4473	GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474	TELEPHONE/FAX	\$2,625.00	\$157.03	\$561.39	\$2,063.61	78.61%
4475	INTERNET/LOCAL AREA NET	\$6,318.12	\$639.98	\$639.98	\$5,678.14	89.87%
<b>GROUP TOTAL UTILITIES</b>		<b>\$14,193.12</b>	<b>\$1,002.51</b>	<b>\$1,803.45</b>	<b>\$12,389.67</b>	<b>87.29%</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$16.24	\$166.16	\$833.84	83.38%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$41.98	\$229.34	\$1,770.66	88.53%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$555.85	\$599.04	\$2,600.96	81.28%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$295.62	\$2,378.46	\$3,621.54	60.36%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$6.65	\$1,548.22	\$1,501.78	49.24%
4518	LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$43.36	\$132.97	\$1,067.03	88.92%
<b>TOTAL OFFICE SUPPLIES</b>		<b>\$17,450.00</b>	<b>\$959.70</b>	<b>\$5,054.19</b>	<b>\$12,395.81</b>	<b>71.04%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>						
4541	MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$778.43	\$1,764.91	\$2,685.09	60.34%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>		<b>\$4,450.00</b>	<b>\$778.43</b>	<b>\$1,764.91</b>	<b>\$2,685.09</b>	<b>60.34%</b>
<b>MAILING EXPENSES &amp; FEES</b>						
4551	POSTAGE & HANDLING	\$600.00	\$52.55	\$162.27	\$437.73	72.96%
4553	BULK FEES & PERMITS	\$4,095.00	\$0.00	\$800.00	\$3,295.00	80.46%
<b>TOTAL OFFICE EXPENSE</b>		<b>\$4,695.00</b>	<b>\$52.55</b>	<b>\$962.27</b>	<b>\$3,732.73</b>	<b>79.50%</b>
<b>GROUP TOTAL SUPPLIES</b>		<b>\$26,595.00</b>	<b>\$1,790.68</b>	<b>\$7,781.37</b>	<b>\$18,813.63</b>	<b>70.74%</b>
<b>CAPITAL EXPENSES</b>						
4631	SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$0.00	\$7,972.49	\$470,527.51	98.33%
<b>GROUP TOTAL CAPITAL EXPENSES</b>		<b>\$478,500.00</b>	<b>\$0.00</b>	<b>\$7,972.49</b>	<b>\$470,527.51</b>	<b>98.33%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

## BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MARCH 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	\$850.00	\$850.00	\$5,150.00	85.83%
4711	PERIODICALS	\$14,500.00	\$0.00	\$0.00	\$14,500.00	100.00%
4712	CONTINUATIONS	\$600.00	\$0.00	\$23.39	\$576.61	96.10%
4714	LARGE PRINT	\$5,500.00	\$92.77	\$272.26	\$5,227.74	95.05%
4715	BOOKS - Adult	\$32,300.00	\$2,293.69	\$5,995.90	\$26,304.10	81.44%
4716	BOOKS - Youth	\$33,000.00	\$911.13	\$6,753.32	\$26,246.68	79.54%
4717	VIDEOS - Adult	\$4,500.00	\$0.00	\$394.35	\$4,105.65	91.24%
4718	VIDEOS - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$169.96	\$299.93	\$1,700.07	85.00%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$11,795.70	\$481.27	\$6,153.40	\$5,642.30	47.83%
4722	REALIA	\$1,000.00	\$179.65	\$179.65	\$820.35	82.04%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4724	GADGETS & GIZMOS	\$1,000.00	\$57.69	\$57.69	\$942.31	94.23%
4725A	E-BOOKS - Adult	\$10,000.00	\$1,768.17	\$5,663.41	\$4,336.59	43.37%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$2,574.06	\$4,718.10	\$8,281.90	63.71%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
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>\$9,378.39</b>	<b>\$40,640.17</b>	<b>\$138,638.78</b>	<b>77.33%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>						
4900	MISCELLANEOUS	\$18,184.83	\$1,156.35	\$3,465.09	\$14,719.74	80.95%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$3,680.00	\$11,680.00	\$6,120.30	34.38%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$0.00	\$121.22	\$10,878.78	98.90%
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>\$4,836.35</b>	<b>\$15,266.31</b>	<b>\$32,718.82</b>	<b>68.19%</b>
<b>SPECIAL RESERVE PROJECTS</b>						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$3,026.31	\$4,146.45	\$20,853.55	83.41%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>		<b>\$25,000.00</b>	<b>\$3,026.31</b>	<b>\$4,146.45</b>	<b>\$20,853.55</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$2,296,458.69</b>	<b>\$130,329.82</b>	<b>\$434,735.99</b>	<b>\$1,861,722.70</b>	<b>81.07%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Adducci Vega Financial Group, LLC</b>					
Check	03/13/2024	5638	02 Feb Bank Reconciliations Invoice 2020454365	Accountant	365.00
<b>Total for Adducci Vega Financial Group, LLC</b>					<b>\$ 365.00</b>
<b>Allegion Access Technologies LLC</b>					
Check	03/04/2024	5626	Service call on outside door	4434 Building Repairs	268.00
<b>Total for Allegion Access Technologies LLC</b>					<b>\$ 268.00</b>
<b>American Library Assoc - Membership</b>					
Check	03/19/2024	5647	L2-Library Membership Dues	4351 Membership Fees	314.00
<b>Total for American Library Assoc - Membership</b>					<b>\$ 314.00</b>
<b>Anderson Pest Solutions</b>					
Check	03/11/2024	5637	58554933	4431 Pest Control	64.90
<b>Total for Anderson Pest Solutions</b>					<b>\$ 64.90</b>
<b>ATLAS</b>					
Check	03/01/2024	5619	ATLAS Meeting 3.12.24 Rodriguez	4354 Professional Staff	15.00
Check	03/01/2024	5619	ATLAS Meeting 3.12.24 Leyva	4354 Professional Staff	15.00
Check	03/01/2024	5619	ATLAS Meeting 3.12.24 Ruszala	4354 Professional Staff	15.00
<b>Total for ATLAS</b>					<b>\$ 45.00</b>
<b>At&amp;T - Fiber Line</b>					
Check	03/04/2024	5625	Monthly Fee	4475 Internet	179.93
Check	03/26/2024	5653	Monthly Fee	4475 Internet	460.05
<b>Total for At&amp;T - Fiber Line</b>					<b>\$ 639.98</b>
<b>Baker &amp; Taylor L5040682 Adult Books</b>					
Expense	03/05/2024	BT PORTAL	02 Feb Adult	4715 Books - Adult	440.47
Expense	03/05/2024	BT PORTAL	02 Feb pre processing fee	4515 Technical Services - Supplies	22.77
<b>Total for Baker &amp; Taylor L5040682 Adult Books</b>					<b>\$ 463.24</b>
<b>Baker &amp; Taylor L5346512 Youth Books</b>					
Expense	03/05/2024	BT PORTAL	02 Feb YTS	4716 Books - Youth	323.41
Expense	03/05/2024	BT PORTAL	02 Feb pre processing fee	4515 Technical Services - Supplies	16.83
<b>Total for Baker &amp; Taylor L5346512 Youth Books</b>					<b>\$ 340.24</b>
<b>Breeze Creative</b>					
Check	03/04/2024	5624	Digital Ball Wall replacement PC	4418 Technology	1,690.00
<b>Total for Breeze Creative</b>					<b>\$ 1,690.00</b>
<b>CENGAGE/Gale Learning</b>					
Check	03/05/2024	5631	02 Feb Large Print	4714 Large Print Books	63.98
Check	03/29/2024	5654	83001246	4714 Large Print Books	28.79
<b>Total for CENGAGE/Gale Learning</b>					<b>\$ 92.77</b>
<b>CIT</b>					
Check	03/11/2024	5636	Invoice 4436742	4531 Copier	631.54
<b>Total for CIT</b>					<b>\$ 631.54</b>
<b>City of Palos Hts - Miscellaneous</b>					
Check	03/07/2024	5634	Concert in the Park	4454 General Programming	1,000.00
<b>Total for City of Palos Hts - Miscellaneous</b>					<b>\$ 1,000.00</b>
<b>City of Palos Hts. - Water Bill</b>					
Check	03/15/2024	5643	Monthly bill	4472 Water	205.50
<b>Total for City of Palos Hts. - Water Bill</b>					<b>\$ 205.50</b>
<b>C.J. Erickson Plumbing Co.</b>					
Check	03/04/2024	5627	Rod water fountain on 1st floor	4434 Building Repairs	700.00
<b>Total for C.J. Erickson Plumbing Co.</b>					<b>\$ 700.00</b>
<b>Cosmopolitan Building Services</b>					
Check	03/13/2024	5641	03 March Janitorial Services Invoice 6634	4416 Maintenance	2,722.50
<b>Total for Cosmopolitan Building Services</b>					<b>\$ 2,722.50</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Dell Marketing L.P.</b>					
Expense	03/21/2024	Pay Pal	Dell Dock UD22	7001 Special Reserves Projects	162.55
Expense	03/21/2024	Pay Pal	Dell 24" Monitor S2421HS	7001 Special Reserves Projects	105.18
Expense	03/21/2024	Pay Pal	Dell Wireless Key board & Mouse KM5221V	7001 Special Reserves Projects	44.93
<b>Total for Dell Marketing L.P.</b>					<b>\$ 312.66</b>
<b>Firefly Family Theatre LLC</b>					
Check	03/04/2024	5630	3.26.24 Performance "Grow"	4451 Youth & Teen Programming	500.00
<b>Total for Firefly Family Theatre LLC</b>					<b>\$ 500.00</b>
<b>Grasso Graphics</b>					
Check	03/04/2024	5628	Mar/Apr Newsletters	4424 Newsletter Printing	2,612.05
Check	03/04/2024	5628	Mar/Apr Newsletters	4424 Newsletter Printing	475.95
<b>Total for Grasso Graphics</b>					<b>\$ 3,088.00</b>
<b>Illinois Library Association</b>					
Check	03/21/2024	5651	Reaching Forward	4354 Professional Staff	480.00
Check	03/21/2024	5651	Reaching Forward	4355 Support Staff	320.00
<b>Total for Illinois Library Association</b>					<b>\$ 800.00</b>
<b>Impact Networking, Inc</b>					
Check	03/04/2024	5629	Overages group total	4531 Copier	162.95
<b>Total for Impact Networking, Inc</b>					<b>\$ 162.95</b>
<b>Independent Construction Services</b>					
Check	03/07/2024	5635	Parking lot Meetings	7001 Special Reserves Projects	210.00
<b>Total for Independent Construction Services</b>					<b>\$ 210.00</b>
<b>Ingram</b>					
Check	03/05/2024	5633	02 Feb pre processing fee	4515 Technical Services - Supplies	89.10
Check	03/05/2024	5633	80327165	4715 Books - Adult	109.91
Check	03/05/2024	5633	80395915	4715 Books - Adult	144.47
Check	03/05/2024	5633	80615057	4715 Books - Adult	330.42
Check	03/05/2024	5633	80615058	4715 Books - Adult	33.40
Check	03/05/2024	5633	80615059	4715 Books - Adult	818.56
Check	03/05/2024	5633	80692109	4715 Books - Adult	133.51
Check	03/05/2024	5633	80692110	4715 Books - Adult	34.95
Check	03/05/2024	5633	80692111	4715 Books - Adult	46.61
Check	03/05/2024	5633	80746785	4715 Books - Adult	10.82
Check	03/05/2024	5633	80746786	4715 Books - Adult	171.21
Check	03/05/2024	5633	80746787	4716 Books - Youth	194.19
Check	03/05/2024	5633	80746788	4716 Books - Youth	10.78
Check	03/05/2024	5633	80746789	4716 Books - Youth	382.75
<b>Total for Ingram</b>					<b>\$ 2,510.68</b>
<b>J. C. Schultz Enterprises, Inc.</b>					
Check	03/26/2024	5652	US Nylon Flag 5x8	4541 Maintenance/Cleaning Supplies	37.35
Check	03/26/2024	5652	Illinois Flag 3 x 5	4541 Maintenance/Cleaning Supplies	19.40
<b>Total for J. C. Schultz Enterprises, Inc.</b>					<b>\$ 56.75</b>
<b>Kathryn Atwood</b>					
Check	03/01/2024	5622	3.26.24 Women of the Vietnam War	4452 Public Services Programming	150.00
<b>Total for Kathryn Atwood</b>					<b>\$ 150.00</b>
<b>Lauterbach &amp; Amen, LLP</b>					
Check	03/01/2024	5623	2023 Audit	4361 Audit Fees	5,200.00
<b>Total for Lauterbach &amp; Amen, LLP</b>					<b>\$ 5,200.00</b>
<b>LIMRiCC-Employees</b>					
Expense	03/06/2024	ACH	03 March	4333 Insurance	11,922.27
Expense	03/06/2024	ACH	Employee Benefits	2050 Employee Paid Benefits	654.76
Expense	03/06/2024	ACH	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	1,079.37
<b>Total for LIMRiCC-Employees</b>					<b>\$ 13,656.40</b>





# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Mark Murphy</b>					
Check	03/01/2024	5620	3.14.24 Irish Music	4452 Public Services Programming	300.00
<b>Total for Mark Murphy</b>					<b>\$ 300.00</b>
<b>Mary Beth Sexton</b>					
Check	03/20/2024	5648	Scrapbooking Class	4452 Public Services Programming	119.50
<b>Total for Mary Beth Sexton</b>					<b>\$ 119.50</b>
<b>Midwest Tape</b>					
Check	03/05/2024	5632	Pre processing fee	4515 Technical Services - Supplies	11.96
Check	03/05/2024	5632	02 Feb Audiobooks	4719 Audiobooks - Adult	169.96
<b>Total for Midwest Tape</b>					<b>\$ 181.92</b>
<b>Mindell, Loren</b>					
Expense	03/08/2024	Pay Pal	Dell Monitor	7001 Special Reserves Projects	196.56
<b>Total for Mindell, Loren</b>					<b>\$ 196.56</b>
<b>Old National Bank - Visa</b>					
Expense	03/07/2024	MasterCard	ILA Dues - Matt Matkowski	4351 Membership Fees	100.00
Expense	03/07/2024	MasterCard	3.12.24 Friends, Foundations and Fundraisin	4353 Administrator	35.70
Expense	03/07/2024	MasterCard	In Service lunch/breakfast	4354 Professional Staff	172.01
Expense	03/07/2024	MasterCard	ALA S. Leyva Who Manages, Who Leads	4354 Professional Staff	188.10
Expense	03/07/2024	MasterCard	E. Navarro M. Matkowski Reading Round Te	4354 Professional Staff	30.00
Expense	03/07/2024	MasterCard	In Service lunch/breakfast	4355 Support Staff	172.00
Expense	03/07/2024	MasterCard	Netflix	4451 Youth & Teen Programming	15.49
Expense	03/07/2024	MasterCard	NLW / giveaways	4461 Public Relations	1,358.61
Expense	03/07/2024	MasterCard	Google Fi / Sip	4474 Telephone/FAX	85.84
Expense	03/07/2024	MasterCard	4512 Jan supplies balance on order	4512 Youth & Teen - Supplies	41.98
Expense	03/07/2024	MasterCard	Toner/ Office supplies	4514 Business Office - Supplies	506.03
Expense	03/07/2024	MasterCard	Cases for Tonies	4515 Technical Services - Supplies	154.96
Expense	03/07/2024	MasterCard	Coffee/donuts FOTL booksale	4519 Hospitality - Supplies	43.36
Expense	03/07/2024	MasterCard	Supplies/hanging track for holiday room/to	4514 Business Office - Supplies	49.82
Expense	03/07/2024	MasterCard	Multifold towels/toilet paper/mop replacen	4541 Maintenance/Cleaning Supplies	571.45
Expense	03/07/2024	MasterCard	OCLC	4551 Postage & Handling	46.20
Expense	03/07/2024	MasterCard	Paperback In At The Kill	4715 Books - Adult	19.36
Expense	03/07/2024	MasterCard	Adobe/Duo/Zoom	4721 Software	289.99
Expense	03/07/2024	MasterCard	Creative bug annual renewal	4721 Software	71.40
Expense	03/07/2024	MasterCard	Cricut Access annual renewal	4721 Software	119.88
Expense	03/07/2024	MasterCard	Realia	4722 Realia	179.65
Expense	03/07/2024	MasterCard	Gadgets & Gizmos Collection	4724 Gadgets & Gizmos	57.69
Expense	03/07/2024	MasterCard	FOTL reimb for booksale lunch	4900 Miscellaneous - Reimbursements	76.98
Expense	03/07/2024	MasterCard	Tumblebooks annual renewal	4710b Databases (Youth)	850.00
Expense	03/07/2024	MasterCard	Surface Pro/paint/chair rail/vacuum/projec	7001 Special Reserves Projects	2,307.09
<b>Total for Old National Bank - Visa</b>					<b>\$ 7,543.59</b>
<b>Otis Elevator</b>					
Expense	03/13/2024	OTIS PORTAL	Invoice 10041497587	4416 Maintenance	187.36
<b>Total for Otis Elevator</b>					<b>\$ 187.36</b>
<b>OverDrive, Inc.</b>					
Check	03/18/2024	5644	01658CO24059125	4725A E-Books - Adult	888.94
Check	03/18/2024	5645	01658CO24059133	4725B E-Audiobooks - Adult	1,081.22
Check	03/20/2024	5649	01658CO24084206	4725A E-Books - Adult	879.23
Check	03/20/2024	5650	01658CO24084216	4725B E-Audiobooks - Adult	1,008.56
Check	03/11/2024	5611	01658CO24084216	4725B E-Audiobooks - Adult	484.28
<b>Total for OverDrive, Inc.</b>					<b>\$ 4,342.23</b>
<b>Palos Heights Woman's Club</b>					
Check	03/21/2024	23047	Rodriguez & Navarro Dues	4461 Public Relations	90.00
<b>Total for Palos Heights Woman's Club</b>					<b>\$ 90.00</b>
<b>Paylocity Payroll Billing</b>					
Expense	03/08/2024	EFT	--	4412 Payroll Services	109.26
Expense	03/22/2024	EFT	--	4412 Payroll Services	292.23
<b>Total for Paylocity Payroll Billing</b>					<b>\$ 401.49</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Paylocity Payroll Net</b>					
Expense	03/08/2024	EFT	--	4311 Salaried Employees	20,138.39
Expense	03/08/2024	EFT	--	4312 Hourly Employees	7,122.78
Expense	03/08/2024	EFT	02 Feb Homebound deliveries	4356 Mileage Reimbursement	31.57
Expense	03/08/2024	EFT	MM SSAP Meeting   Chair Testing	4356 Mileage Reimbursement	29.34
Expense	03/08/2024	EFT	CD Target Volcano	4451 Youth & Teen Programming	7.58
Expense	03/08/2024	EFT	MM Jewel 2024 Oscar Supplies	4511 Public Services - Supplies	16.24
Expense	03/08/2024	EFT	Spirit Committee DC Target	4454 General Programming	17.18
Expense	03/08/2024	EFT	Spirit Committee CV Party City	4454 General Programming	25.00
Expense	03/08/2024	EFT	CV Mileage to Party City	4356 Mileage Reimbursement	6.70
Expense	03/22/2024	EFT	--	4311 Salaried Employees	20,623.69
Expense	03/22/2024	EFT	--	4312 Hourly Employees	6,733.86
Expense	03/22/2024	EFT	CD Jewel Veggie Art	4451 Youth & Teen Programming	15.12
Expense	03/22/2024	EFT	SL Media Mail postage	4551 Postage & Handling	6.35
Expense	03/22/2024	EFT	LR Target Kindness Corner	4516 Circulation - Supplies	6.65
Expense	03/22/2024	EFT	LR Mileage Laconi 3.8.24	4356 Mileage Reimbursement	48.24
<b>Total for Paylocity Payroll Net</b>					<b>\$ 54,828.69</b>
<b>Paylocity Payroll Taxes</b>					
Expense	03/08/2024	EFT	--	4311 Salaried Employees	6,079.57
Expense	03/08/2024	EFT	--	4332 FICA Social Security	2,788.98
Expense	03/08/2024	EFT	--	4312 Hourly Employees	1,269.21
Expense	03/22/2024	EFT	--	4311 Salaried Employees	6,249.03
Expense	03/22/2024	EFT	--	4332 FICA Social Security	2,806.02
Expense	03/22/2024	EFT	--	4312 Hourly Employees	1,224.69
<b>Total for Paylocity Payroll Taxes</b>					<b>\$ 20,417.50</b>
<b>Peerless Network, Inc</b>					
Check	03/13/2024	5640	Invoice 46628	4474 Telephone/FAX	71.19
<b>Total for Peerless Network, Inc</b>					<b>\$ 71.19</b>
<b>Pens.com</b>					
Check	03/13/2024	5642	Ombre 500 pens	4454 General Programming	498.45
<b>Total for Pens.com</b>					<b>\$ 498.45</b>
<b>Quality Alarm System, Inc.</b>					
Check	03/13/2024	5639	Invoice 150252	4414 Alarm	744.00
<b>Total for Quality Alarm System, Inc.</b>					<b>\$ 744.00</b>
<b>Truty, Marcin</b>					
Expense	03/04/2024	ACH	02 February 24	4902 Grants	3,680.00
<b>Total for Truty, Marcin</b>					<b>\$ 3,680.00</b>
<b>Violet Velvet Cooking Classes</b>					
Check	03/01/2024	5621	3.21.24 Street Tacos	4452 Public Services Programming	387.00
<b>Total for Violet Velvet Cooking Classes</b>					<b>\$ 387.00</b>
<b>Warehouse Direct</b>					
Check	03/18/2024	5646	Large Liners (2)	4541 Maintenance/Cleaning Supplies	91.60
Check	03/18/2024	5646	Sm Liners (2)	4541 Maintenance/Cleaning Supplies	62.56
Check	03/18/2024	5646	Credit	4541 Maintenance/Cleaning Supplies	-3.93
<b>Total for Warehouse Direct</b>					<b>\$ 150.23</b>
<b>TOTAL CHECKS FOR BOARD APPROVAL</b>					<b>\$130,329.82</b>



# PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES  
BY FINANCIAL INSTITUTION  
MONTH ENDING: MARCH 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	\$21,582.87	\$647,411.59	\$1,078.75	\$200.00	\$572.09	\$2,557.37	\$673,402.67
WITHDRAWALS	(\$130,329.82)						(\$130,329.82)
TRANSFERS	\$75,000.00	(\$75,000.00)					\$0.00
	\$65,000.00	(\$65,000.00)					
DEPOSITS	\$1,079.37	\$229,175.20					\$705,494.14
	\$28.00	\$217,520.34					
	\$248.65	\$150,467.82					
	\$276.90	\$84,370.25					
	\$365.40	\$20,726.82					
	\$361.60	\$351.20					
	\$321.96						
	\$200.63						
ADJUSTMENTS	\$1,506.54						\$1,506.54
INTEREST EARNED	\$0.75	\$1,200.10	\$4.96	N/A	N/A	\$2.71	\$1,208.52
ENDING BALANCE	\$35,642.85	\$1,211,223.32	\$1,083.71	\$200.00	\$572.09	\$2,560.08	\$1,251,282.05
TOTALS	\$1,248,149.88 GENERAL FUND				\$3,132.17 SPECIAL RESERVES FUND		\$1,251,282.05 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.26%	5.403%	N/A	N/A	1.26%	

TOTAL FUND BALANCE MONTH ENDING: MARCH 31, 2024

\$1,251,282.05