



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
6/20/2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	MAY	\$180,535.88	6.1 to 6.5
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	5/31/2024	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: MAY 2024

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$18,198.11		\$18,198.11
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$56.26		\$56.26
» Non Resident Cards	\$302.19		\$302.19
» Miscellaneous	\$74.85		\$74.85
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$212.75		\$212.75
» Miscellaneous	\$1,079.37		\$1,079.37
DONATIONS/GIFTS			
» Restricted	\$25.00		\$25.00
» Annual Fundraising	\$6.15		\$6.15
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$285.80		\$285.80
GRANTS	\$0.00		\$0.00
INTEREST	\$1,023.94	\$2.71	\$1,026.65
TOTAL REVENUES	\$21,264.42	\$2.71	\$21,267.13
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$113,507.87		\$113,507.87
» Employee Benefits	\$28,935.59		\$28,935.59
» Staff & Board Development	\$659.76		\$659.76
CONTRACTUAL SERVICES	\$13,928.64		\$13,928.64
BUILDING MAINTENANCE	\$3,652.64		\$3,652.64
INSURANCE	\$0.00		\$0.00
UTILITIES	\$809.80		\$809.80
SUPPLIES	\$1,553.25		\$1,553.25
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$13,704.53		\$13,704.53
REIMBURSEMENTS	\$3,783.80		\$3,783.80
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$180,535.88	\$0.00	\$180,535.88
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$159,271.46	\$2.71	-\$159,268.75
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00		\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	-\$159,271.46	\$2.71	-\$159,268.75
FUND BALANCES, BEGINNING OF MONTH	\$1,091,859.15	\$3,134.79	\$1,094,993.94
END OF MONTH	\$932,587.69	\$3,137.50	\$935,725.19



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: MAY 2024

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$980,880.58	\$944,618.81	50.94%
CORPORATE REPLACEMENT TAX	\$30,000.00	\$30,000.00	\$24,912.99	\$5,087.01	83.04%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$492.74	\$2,007.26	19.71%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$604.38	\$1,195.62	33.58%
Miscellaneous	\$3,500.00	\$3,500.00	\$1,473.81	\$2,026.19	42.11%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$5,724.10	\$5,275.90	52.04%
Miscellaneous	\$12,784.00	\$12,784.00	\$14,107.13	-\$1,323.13	110.35%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$80.00	\$920.00	8.00%
Unrestricted	\$15,000.00	\$15,000.00	\$242.49	\$14,757.51	1.62%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$2,021.42	\$1,978.58	50.54%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$6,575.00	\$6,575.00	\$3,624.64	\$2,950.36	55.13%
TOTAL REVENUES	\$2,046,458.69	\$2,046,458.69	\$1,034,164.28	\$1,012,294.41	50.53%
PERSONNEL SERVICES					
Operational Salaries	\$964,446.00	\$964,446.00	\$407,857.08	-\$556,588.92	-57.71%
Employee Benefits	\$293,484.36	\$293,484.36	\$121,597.70	-\$171,886.66	-58.57%
Staff & Board Development	\$10,500.00	\$10,500.00	\$4,452.28	-\$6,047.72	-57.60%
CONTRACTUAL SERVICES	\$186,983.88	\$186,983.88	\$67,715.16	-\$119,268.72	-63.79%
BUILDING MAINTENANCE	\$46,404.69	\$46,404.69	\$16,026.79	-\$30,377.90	-65.46%
INSURANCE	\$23,087.56	\$23,087.56	\$22,679.80	-\$407.76	-1.77%
UTILITIES	\$14,193.12	\$14,193.12	\$3,019.59	-\$11,173.53	-78.72%
SUPPLIES	\$26,595.00	\$26,595.00	\$11,682.95	-\$14,912.05	-56.07%
CAPITAL EXPENSES	\$478,500.00	\$478,500.00	\$13,821.85	-\$464,678.15	-97.11%
MEDIA	\$179,278.95	\$179,278.95	\$65,629.44	-\$113,649.51	-63.39%
REIMBURSEMENTS	\$47,985.13	\$47,985.13	\$25,688.76	-\$22,296.37	-46.47%
SR PROJECTS	\$25,000.00	\$25,000.00	\$15,405.99	-\$9,594.01	-38.38%
TOTAL EXPENDITURES	\$2,296,458.69	\$2,296,458.69	\$775,577.39	-\$1,520,881.30	-66.23%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$250,000.00	-\$250,000.00	\$258,586.89	-\$508,586.89	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			\$258,586.89		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$861,956.00		
			-\$734,050.69		



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MAY 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$746,139.40	\$87,002.10	\$315,680.02	\$430,459.38	57.69%
4312 HOURLY EMPLOYEES	\$213,106.60	\$25,830.77	\$91,502.06	\$121,604.54	57.06%
4313 ADDITIONAL COMPENSATION	\$5,200.00	\$675.00	\$675.00	\$4,525.00	87.02%
TOTAL OPERATIONAL SALARIES	\$964,446.00	\$113,507.87	\$407,857.08	\$556,588.92	57.71%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$8,514.26	\$31,169.93	\$44,078.68	58.58%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$8,499.06	\$30,816.42	\$42,565.90	58.01%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$59,611.35	\$84,242.08	58.56%
4334 CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$293,484.36	\$28,935.59	\$121,597.70	\$171,886.66	58.57%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$100.00	\$976.00	\$1,224.00	55.64%
4352 BOARD DEVELOPMENT	\$800.00	\$109.99	\$259.99	\$540.01	67.50%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$35.70	\$464.30	92.86%
4354 PROFESSIONAL STAFF	\$5,000.00	\$150.00	\$2,185.17	\$2,814.83	56.30%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$492.00	\$508.00	50.80%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$299.77	\$503.42	\$496.58	49.66%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$659.76	\$4,452.28	\$6,047.72	57.60%
GROUP TOTAL PERSONNEL SERVICES	\$1,268,430.36	\$143,103.22	\$533,907.06	\$734,523.30	57.91%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,171.50	\$0.00	\$5,200.00	\$1,971.50	27.49%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$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	\$1,825.00	\$2,889.50	61.29%
TOTAL PROFESSIONAL SERVICES	\$17,886.00	\$365.00	\$7,773.50	\$10,112.50	56.54%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$522.84	\$2,328.80	\$2,471.20	51.48%
4414 ALARM	\$3,226.00	\$0.00	\$1,240.37	\$1,985.63	61.55%
4416 MAINTENANCE	\$39,000.00	\$5,134.86	\$16,761.82	\$22,238.18	57.02%
4417 SWAN	\$30,238.74	\$0.00	\$14,917.74	\$15,321.00	50.67%
4418 TECHNOLOGY	\$38,010.00	\$3,719.70	\$7,423.64	\$30,586.36	80.47%
TOTAL OUTSIDE SERVICES	\$115,274.74	\$9,377.40	\$42,672.37	\$72,602.37	62.98%
PRINTING					
4424 NEWSLETTER PRINTING	\$18,823.14	\$3,196.55	\$6,284.55	\$12,538.59	66.61%
TOTAL PRINTING	\$18,823.14	\$3,196.55	\$6,284.55	\$12,538.59	66.61%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$454.47	\$2,462.77	\$7,537.23	75.37%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$319.50	\$4,423.30	\$8,576.70	65.97%
4454 GENERAL PROGRAMMING	\$9,000.00	\$13.46	\$2,408.61	\$6,591.39	73.24%
TOTAL PROGRAMMING	\$32,000.00	\$787.43	\$9,294.68	\$22,705.32	70.95%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$202.26	\$1,690.06	\$1,309.94	43.66%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$202.26	\$1,690.06	\$1,309.94	43.66%
GROUP TOTAL CONTRACTUAL SERVICES	\$186,983.88	\$13,928.64	\$67,715.16	\$119,268.72	63.79%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MAY 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$64.90	\$324.50	\$532.18	62.12%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$0.00	\$12,600.00	100.00%
4434 BUILDING REPAIRS	\$9,000.00	\$2,040.23	\$6,881.73	\$2,118.27	23.54%
4436 LAWN MAINTENANCE	\$9,574.57	\$915.97	\$2,141.91	\$7,432.66	77.63%
4437 SNOW REMOVAL	\$6,554.96	\$0.00	\$3,358.00	\$3,196.96	48.77%
TOTAL REPAIRS & MAINTENANCE	\$38,586.21	\$3,021.10	\$12,706.14	\$25,880.07	67.07%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$631.54	\$3,320.65	\$4,257.83	56.18%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$7,818.48	\$631.54	\$3,320.65	\$4,497.83	57.53%
GROUP TOTAL BUILDING MAINTENANCE	\$46,404.69	\$3,652.64	\$16,026.79	\$30,377.90	65.46%
INSURANCE					
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%
GROUP TOTAL INSURANCE	\$23,087.56	\$0.00	\$22,679.80	\$407.76	1.77%
UTILITIES					
4472 WATER	\$2,750.00	\$162.24	\$984.24	\$1,765.76	64.21%
4473 GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474 TELEPHONE/FAX	\$2,625.00	\$187.51	\$935.32	\$1,689.68	64.37%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$460.05	\$1,100.03	\$5,218.09	82.59%
GROUP TOTAL UTILITIES	\$14,193.12	\$809.80	\$3,019.59	\$11,173.53	78.72%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$46.60	\$365.51	\$634.49	63.45%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$68.55	\$297.89	\$1,702.11	85.11%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$213.04	\$861.76	\$2,338.24	73.07%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$433.81	\$3,272.93	\$2,727.07	45.45%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$76.97	\$1,650.09	\$1,399.91	45.90%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$225.64	\$974.36	81.20%
TOTAL OFFICE SUPPLIES	\$17,450.00	\$838.97	\$6,673.82	\$10,776.18	61.75%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$297.15	\$2,808.25	\$1,641.75	36.89%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$297.15	\$2,808.25	\$1,641.75	36.89%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$600.00	\$97.13	\$280.88	\$319.12	53.19%
4553 BULK FEES & PERMITS	\$4,095.00	\$320.00	\$1,920.00	\$2,175.00	53.11%
TOTAL OFFICE EXPENSE	\$4,695.00	\$417.13	\$2,200.88	\$2,494.12	53.12%
GROUP TOTAL SUPPLIES	\$26,595.00	\$1,553.25	\$11,682.95	\$14,912.05	56.07%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$0.00	\$13,821.85	\$464,678.15	97.11%
GROUP TOTAL CAPITAL EXPENSES	\$478,500.00	\$0.00	\$13,821.85	\$464,678.15	97.11%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MAY 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	\$733.16	\$1,583.16	\$4,416.84	73.61%
4711	PERIODICALS	\$14,500.00	\$0.00	\$901.64	\$13,598.36	93.78%
4712	CONTINUATIONS	\$600.00	\$29.07	\$68.89	\$531.11	88.52%
4714	LARGE PRINT	\$5,500.00	\$946.20	\$1,703.49	\$3,796.51	69.03%
4715	BOOKS - Adult	\$32,300.00	\$3,384.44	\$11,477.81	\$20,822.19	64.46%
4716	BOOKS - Youth	\$33,000.00	\$4,203.53	\$14,723.51	\$18,276.49	55.38%
4717	VIDEOS - Adult	\$4,500.00	\$316.37	\$1,407.56	\$3,092.44	68.72%
4718	VIDEOS - Youth	\$1,300.00	\$36.73	\$283.37	\$1,016.63	78.20%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$92.98	\$520.88	\$1,479.12	73.96%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$11,795.70	\$289.99	\$7,342.38	\$4,453.32	37.75%
4722	REALIA	\$1,000.00	\$164.50	\$344.15	\$655.85	65.59%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$69.00	\$618.07	\$681.93	52.46%
4724	GADGETS & GIZMOS	\$1,000.00	\$723.83	\$781.52	\$218.48	21.85%
4725A	E-BOOKS - Adult	\$10,000.00	\$1,352.27	\$7,015.68	\$2,984.32	29.84%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,362.46	\$6,080.56	\$6,919.44	53.23%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$1,498.00	\$2,002.00	57.20%
4727	PRESS READER	\$7,733.25	\$0.00	\$1,998.48	\$5,734.77	74.16%
GROUP TOTAL MEDIA		\$179,278.95	\$13,704.53	\$65,629.44	\$113,649.51	63.39%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$18,184.83	\$20.00	\$4,564.46	\$13,620.37	74.90%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$1,400.30	\$17,800.30	\$0.00	0.00%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$2,363.50	\$3,324.00	\$7,676.00	69.78%
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%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$47,985.13	\$3,783.80	\$25,688.76	\$22,296.37	46.47%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$0.00	\$15,405.99	\$9,594.01	38.38%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$25,000.00	\$0.00	\$15,405.99	\$9,594.01	
TOTAL EXPENDITURES		\$2,296,458.69	\$180,535.88	\$775,577.39	\$1,520,881.30	66.23%



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
Check	5/14/2024	5704	04 Apr Bank Reconciliations Invoice 202053028	4365 Accountant	\$365.00
Total for Adducci Vega Financial Group, LLC					\$365.00
American Library Association					
Check	5/14/2024	5705	Burek Membership Renewal	4352 Board Development	\$73.00
Total for American Library Association					\$73.00
Anderson Pest Solutions					
Check	5/14/2024	5707	Invoice 60758128	4431 Pest Control	\$64.90
Total for Anderson Pest Solutions					\$64.90
At&T - Fiber Line					
Check	5/1/2024	5684	Monthly Fee	4475 Internet	\$460.05
Total for At&T - Fiber Line					\$460.05
Baker & Taylor C205293 Continuations					
Expense	5/8/2024	BT PORTAL	04 April Continuations	4712 Continuations	\$29.07
Total for Baker & Taylor C205293 Continuations					\$29.07
Baker & Taylor L5040682 Adult Books					
Expense	5/8/2024	BT PORTAL	04 April Adult	4715 Books - Adult	\$52.75
Expense	5/8/2024	BT PORTAL	04 April pre processing fee	4515 Technical Services - Supplies	\$1.98
Total for Baker & Taylor L5040682 Adult Books					\$54.73
Baker & Taylor L5346512 Youth Books					
Expense	5/8/2024	BT PORTAL	04 April YTS	4716 Books - Youth	\$3,494.14
Expense	5/8/2024	BT PORTAL	04 April pre processing fee	4515 Technical Services - Supplies	\$213.84
Total for Baker & Taylor L5346512 Youth Books					\$3,707.98
CENGAGE/Gale Learning					
Check	5/8/2024	5692	04 April Invoices	4714 Large Print Books	\$563.84
Total for CENGAGE/Gale Learning					\$563.84
Chicago Backflow, Inc.					
Check	5/9/2024	5702	Annual backflow testing Invoice 395785	4416 Maintenance	\$1,350.00
Total for Chicago Backflow, Inc.					\$1,350.00
CIT					
Check	5/9/2024	5701	Invoice 44739536	4531 Copier	\$631.54
Total for CIT					\$631.54
City Of Palos Heights IMRF					
Check	5/31/2024	23056	05 May Payment	4331 IMRF III. Muni. Ret. Fund	\$8,514.26
Check	5/31/2024	23056	05 May Payment	2053 FT- Employee Contribution IMRF	\$3,866.55
Check	5/31/2024	23056	05 May Payment	2054 PT -Employee Contribution IMRF	\$240.01
Check	5/31/2024	23056	05 May Payment	2055 Employee Paid Vol. IMRF	\$1,438.02
Total for City Of Palos Heights IMRF					\$14,058.84
City of Palos Hts. - Water Bill					
Check	5/16/2024	5712	Monthly bill	4472 Water	\$162.24
Total for City of Palos Hts. - Water Bill					\$162.24
Cosmopolitan Building Services					
Check	5/15/2024	5709	05 May Janitorial Services Invoice 6636	4416 Maintenance	\$2,722.50
Total for Cosmopolitan Building Services					\$2,722.50
Dr. Vicki Atkinson					
Check	5/2/2024	5690	5.9.24 Navigating Elder Care with Grace & Humor	4452 Public Services Programming	\$200.00
Total for Dr. Vicki Atkinson					\$200.00



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Grasso Graphics					
Check	5/1/2024	5682	Mar/Apr Newsletters	4424 Newsletter Printing	\$2,612.05
Check	5/1/2024	5682	Mar/Apr Newsletters	4424 Newsletter Printing	\$584.50
Total for Grasso Graphics					\$3,196.55
Independent Construction Services					
Check	5/8/2024	5693	YTS Diner	4434 Building Repairs	\$385.00
Check	5/8/2024	5693	Parking lot rehab	4434 Building Repairs	\$105.00
Total for Independent Construction Services					\$490.00
Ingram					
Check	5/8/2024	5691	04 April Invoices	4714 Large Print Books	\$382.36
Check	5/8/2024	5691	04 April Invoices	4715 Books - Adult	\$3,114.73
Check	5/8/2024	5691	04 April Invoices	4716 Books - Youth	\$709.39
Check	5/8/2024	5691	04 April Pre processing fee	4515 Technical Services - Supplies	\$172.26
Total for Ingram					\$4,378.74
LIMRiCC-Employees					
Expense	5/8/2024	ACH LIM	05 May	4333 Insurance	\$11,922.27
Expense	5/8/2024	ACH LIM	Employee Paid Benefits	2050 2050 Employee Paid LIMRiCC	\$654.76
Expense	5/8/2024	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$1,079.37
Total for LIMRiCC-Employees					\$13,656.40
Mary Beth Sexton					
Check	5/1/2024	5681	Scrapbooking Class	4452 Public Services Programming	\$119.50
Total for Mary Beth Sexton					\$119.50
McCully, Nancy B.					
Check	5/1/2024	5685	5.16.24 Circling Lake Michigan	4904 Reimb. - Friends Book Sales	\$250.00
Total for McCully, Nancy B.					\$250.00
Midwest Tape - 17568					
Check	5/8/2024	5695	04 April Videos	4717 Videos - Adult	\$29.99
Check	5/8/2024	5695	04 April Pre processing fee	4515 Technical Services - Supplies	\$4.68
Total for Midwest Tape - 17568					\$34.67
Midwest Tape - 19730					
Check	5/8/2024	5697	04 April Videos	4717 Videos - Adult	\$260.14
Check	5/8/2024	5697	04 April Audiobooks	4719 Audiobooks - Adult	\$92.98
Check	5/8/2024	5697	04 April Pre processing fee	4515 Technical Services - Supplies	\$36.37
Total for Midwest Tape - 19730					\$389.49
Midwest Tape - 19996					
Check	5/8/2024	5696	04 April Videos	4718 Videos - Youth	\$36.73
Check	5/8/2024	5696	04 April Pre processing fee	4515 Technical Services - Supplies	\$4.68
Total for Midwest Tape - 19996					\$41.41
Midwest Tape - 7243					
Check	5/8/2024	5694	04 April Videos	4717 Videos - Adult	\$26.24
Total for Midwest Tape - 7243					\$26.24
Multicultural Books & Videos					
Check	5/15/2024	5708	Arabic Adult Books 24-0517A	4715 Books - Adult	\$80.39
Total for Multicultural Books & Videos					\$80.39
Old National Bank - Visa					
Expense	5/8/2024	ON CREDIT CARD	M Matkowski Arranging Time	4354 Professional Staff	\$150.00
Expense	5/8/2024	ON CREDIT CARD	Netflix	4451 Youth & Teen Programming	\$15.49
Expense	5/8/2024	ON CREDIT CARD	Google Fi / Sip	4474 Telephone/FAX	\$116.32
Expense	5/8/2024	ON CREDIT CARD	Adobe/Duo/Zoom	4721 Software	\$289.99
Expense	5/8/2024	ON CREDIT CARD	Disney Plus	4451 Youth & Teen Programming	\$9.99
Expense	5/8/2024	ON CREDIT CARD	YTS April	4451 Youth & Teen Programming	\$353.61
Expense	5/8/2024	ON CREDIT CARD	NLWD gift cards	4313 Additional Compensation	\$675.00
Expense	5/8/2024	ON CREDIT CARD	T. Ruzala ILA dues	4351 Membership Fees	\$100.00
Expense	5/8/2024	ON CREDIT CARD	Bluehost webhost renewal	4352 Board Development	\$36.99
Expense	5/8/2024	ON CREDIT CARD	Block party	4904 Reimb. - Friends Book Sales	\$50.00



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Old National Bank - Visa (con't)					
Expense	5/8/2024	ON CREDIT CARD	Spices/puzzles	4511 Public Services - Supplies	\$46.60
Expense	5/8/2024	ON CREDIT CARD	April supplies	4512 Youth & Teen - Supplies	\$68.55
Expense	5/8/2024	ON CREDIT CARD	Copy paper/ poster paper	4514 Business Office - Supplies	\$213.04
Expense	5/8/2024	ON CREDIT CARD	Arabic Books	4715 Books - Adult	\$43.43
Expense	5/8/2024	ON CREDIT CARD	Circ Supplies	4516 Circulation - Supplies	\$76.97
Expense	5/8/2024	ON CREDIT CARD	Maint supplies	4541 Maintenance/Cleaning Supplies	\$159.75
Expense	5/8/2024	ON CREDIT CARD	Postage stamps	4551 Postage & Handling	\$68.00
Expense	5/8/2024	ON CREDIT CARD	OCLC	4551 Postage & Handling	\$11.76
Expense	5/8/2024	ON CREDIT CARD	Books arabic	4715 Books - Adult	\$63.00
Expense	5/8/2024	ON CREDIT CARD	Button maker supplies	4722 Realia	\$164.50
Expense	5/8/2024	ON CREDIT CARD	March video game back order	4723B Video Games - Youth	\$69.00
Expense	5/8/2024	ON CREDIT CARD	Gadgets & Gizmos	4724 Gadgets & Gizmos	\$613.71
Expense	5/8/2024	ON CREDIT CARD	Slatwall/white board/wall plates	4434 Building Repairs	\$1,040.23
Expense	5/8/2024	ON CREDIT CARD	Logo table cloth	4461 Public Relations	\$172.26
Expense	5/8/2024	ON CREDIT CARD	Summer Reading Prizes	4904 Reimb. - Friends Book Sales	\$1,029.91
Expense	5/8/2024	ON CREDIT CARD	SR Banner	4904 Reimb. - Friends Book Sales	\$50.00
Expense	5/8/2024	ON CREDIT CARD	SR Banner	4454 General Programming	\$13.46
Total for Old National Bank - Visa					\$5,701.56
Otis Elevator					
Expense	5/15/2024	OTIS PORTAL	Invoice CYS18153001 Annual pressure test	4416 Maintenance	\$875.00
Expense	5/15/2024	OTIS PORTAL	Invoice 10040155385	4416 Maintenance	\$187.36
Total for Otis Elevator					\$1,062.36
OverDrive, Inc.					
Check	5/8/2024	5699	01658C024138818	4725B E-Audiobooks - Adult	\$1,362.46
Check	5/8/2024	5699	01658C024138819	4725A E-Books - Adult	\$1,352.27
Total for OverDrive, Inc.					\$2,714.73
Palos Heights Woman's Club					
Check	5/1/2024	5683	Lorena Rodriguez Spring Dinner	4461 Public Relations	\$30.00
Total for Palos Heights Woman's Club					\$30.00
Paylocity Payroll Billing					
Expense	5/3/2024	EFT	--	4412 Payroll Services	\$116.68
Expense	5/17/2024	EFT	--	4412 Payroll Services	\$203.62
Expense	5/31/2024	EFT	--	4412 Payroll Services	\$202.54
Total for Paylocity Payroll Billing					\$522.84
Paylocity Payroll Net					
Expense	5/3/2024	EFT	--	4311 Salaried Employees	\$20,110.39
Expense	5/3/2024	EFT	--	4312 Hourly Employees	\$7,347.21
Expense	5/3/2024	EFT	04 April Homebound deliveries	4356 Mileage Reimbursement	\$21.09
Expense	5/3/2024	EFT	SL Mileage Oak Park Laconi 4.26.24	4356 Mileage Reimbursement	\$37.38
Expense	5/3/2024	EFT	Postage return books	4551 Postage & Handling	\$12.05
Expense	5/3/2024	EFT	MK Target Teen Boxes	4451 Youth & Teen Programming	\$21.38
Expense	5/3/2024	EFT	OCLC postage	4551 Postage & Handling	\$5.32
Expense	5/3/2024	EFT	EN Mileage Summer Reading T-shirts	4356 Mileage Reimbursement	\$32.16
Expense	5/3/2024	EFT	EN Mileage Summer Reading T-shirts (1st	4356 Mileage Reimbursement	\$32.16
Expense	5/3/2024	EFT	04 April EN book deliveries for April	4356 Mileage Reimbursement	\$4.00
Expense	5/17/2024	EFT	--	4311 Salaried Employees	\$20,595.69
Expense	5/17/2024	EFT	--	4312 Hourly Employees	\$7,345.43
Expense	5/17/2024	EFT	DS 5.10.24 Reaching Forward/parking	4356 Mileage Reimbursement	\$51.58
Expense	5/17/2024	EFT	MKK Bobalicious bookmark drawing	4451 Youth & Teen Programming	\$30.00
Expense	5/17/2024	EFT	EN Dollar tree arch	4904 Reimb. - Friends Book Sales	\$17.50
Expense	5/17/2024	EFT	CW Jewel muffins	4451 Youth & Teen Programming	\$24.00
Expense	5/17/2024	EFT	CD 5.1.24 Lake Villa District Library	4356 Mileage Reimbursement	\$84.82
Expense	5/17/2024	EFT	CE 5.10.24 Reaching Forward	4356 Mileage Reimbursement	\$36.58
Expense	5/31/2024	EFT	--	4311 Salaried Employees	\$20,595.65
Expense	5/31/2024	EFT	--	4312 Hourly Employees	\$7,075.24
Total for Paylocity Payroll Net					\$83,479.63



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Paylocity Payroll Taxes					
Expense	5/3/2024	EFT	--	4311 Salaried Employees	\$6,107.57
Expense	5/3/2024	EFT	--	4332 FICA Social Security	\$2,807.72
Expense	5/3/2024	EFT	--	4312 Hourly Employees	\$1,289.74
Expense	5/17/2024	EFT	--	4311 Salaried Employees	\$6,277.03
Expense	5/17/2024	EFT	--	4332 FICA Social Security	\$2,857.57
Expense	5/17/2024	EFT	--	4312 Hourly Employees	\$1,287.09
Expense	5/31/2024	EFT	--	4311 Salaried Employees	\$6,277.07
Expense	5/31/2024	EFT	--	4332 FICA Social Security	\$2,833.77
Expense	5/31/2024	EFT	--	4312 Hourly Employees	\$1,246.05
Total for Paylocity Payroll Taxes					<u>\$30,983.61</u>
Pay Pal					
Expense	5/1/2024	Pay Pal	Fivver logo set up	4724 Gadgets & Gizmos	\$89.68
Expense	5/6/2024	Pay Pal	Fivver logo	4724 Gadgets & Gizmos	\$20.44
Expense	5/9/2024	Pay Pal	Digital Room SR Banner	4904 Reimb. - Friends Book Sales	\$83.59
Total for Pay Pal					<u>\$193.71</u>
Peerless Network, Inc					
Check	5/15/2024	5710	Invoice 51054	4474 Telephone/FAX	\$71.19
Total for Peerless Network, Inc					<u>\$71.19</u>
Prime Time Window Cleaning					
Check	5/16/2024	5713	Gutter Cleaning	4434 Building Repairs	\$510.00
Total for Prime Time Window Cleaning					<u>\$510.00</u>
Roy Erikson Outdoor Maintenance					
Check	5/9/2024	5703	05 May Weekly Landscaping Maintenance	4436 Lawn Maintenance	\$906.00
Check	5/9/2024	5703	Temporary energy adjustment	4436 Lawn Maintenance	\$9.97
Total for Roy Erikson Outdoor Maintenance					<u>\$915.97</u>
Sawa Books					
Check	5/8/2024	5700	IN001706 Arabic books	4715 Books - Adult	\$30.14
Total for Sawa Books					<u>\$30.14</u>
Screaming Galaxy LLC					
Check	5/1/2024	5686	6.1.24 Summer Reading kick off	4904 Reimb. - Friends Book Sales	\$450.00
Total for Screaming Galaxy LLC					<u>\$450.00</u>
Somerset Condo Association					
Check	5/8/2024	5698	6.3.24 Meeting Cancelled ck#10057 refunded	4900 Miscellaneous - Reimbursements	\$20.00
Total for Somerset Condo Association					<u>\$20.00</u>
Truty, Marcin					
Expense	5/1/2024	ACH MT	04 April 24	4902 Grants	\$1,400.30
Expense	5/1/2024	ACH MT	04 April 24	4418 Technology	\$3,719.70
Total for Truty, Marcin					<u>\$5,120.00</u>
U.S. Postal Service					
Check	5/14/2024	5706	Permit Imprint Fee Annual	4553 Bulk Fees & Permits	\$320.00
Total for U.S. Postal Service					<u>\$320.00</u>



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Warehouse Direct					
Check	5/2/2024	5688	Large Liners (3)	4541 Maintenance/Cleaning Supplies	\$137.40
Total for Warehouse Direct					\$137.40
World Book, Inc.					
Check	5/2/2024	5689	Online Advance Diff pkg Libra	4710b Databases (Youth)	\$552.35
Check	5/2/2024	5689	Online Early Learning Library	4710b Databases (Youth)	\$180.81
Total for World Book, Inc.					\$733.16
Zoos Are Us, Inc.					
Check	5/1/2024	5687	Final payment	4904 Reimb. - Friends Book Sales	\$432.50
Total for Zoos Are Us, Inc.					\$432.50
					\$180,535.88



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MONTH ENDING: MAY 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	\$68,673.60	\$1,021,897.03	\$1,088.52	\$200.00	\$572.09	\$2,562.70	\$1,094,993.94
WITHDRAWALS	(\$180,535.88)						(\$180,535.88)
TRANSFERS	\$25,000.00	(\$25,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
	\$50,000.00	(\$50,000.00)					
DEPOSITS	\$329.66	\$8,053.23					\$20,240.48
	\$1,079.37	\$10,144.88					
	\$608.34						
	\$25.00						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.66	\$1,018.31	\$4.97	N/A	N/A	\$2.71	\$1,026.65
ENDING BALANCE	\$25,180.75	\$906,113.45	\$1,093.49	\$200.00	\$572.09	\$2,565.41	\$935,725.19
TOTALS	\$932,587.69 GENERAL FUND				\$3,137.50 SPECIAL RESERVES FUND		\$935,725.19 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.26%	5.422%	N/A	N/A	1.26%	

TOTAL FUND BALANCE MONTH ENDING: MAY 31, 2024
\$935,725.19