



PALOS HEIGHTS  
PUBLIC LIBRARY

BOARD MOTIONS APPROVED  
8/15/2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	JULY	\$161,064.22	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:	7/31/2024	N/A	1



PALOS HEIGHTS  
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES  
MONTH ENDING: JULY 2024

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$456,969.10		\$456,969.10
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$725.94		\$725.94
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$324.47		\$324.47
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$1,065.20		\$1,065.20
» Miscellaneous	\$1,283.17		\$1,283.17
<b>DONATIONS/GIFTS</b>			\$0.00
» Restricted	\$600.00		\$600.00
» Annual Fundraising	\$1,023.59		\$1,023.59
» Planned Giving (Trusts/Wills)	\$50.00		\$50.00
<b>COPIER</b>	\$1,043.35		\$1,043.35
<b>GRANTS</b>	\$17,920.98		\$17,920.98
<b>INTEREST</b>	\$798.90	\$2.72	\$801.62
<b>TOTAL REVENUES</b>	<b>\$481,804.70</b>	<b>\$2.72</b>	<b>\$481,807.42</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$73,688.09		\$73,688.09
» Employee Benefits	\$23,181.64		\$23,181.64
» Staff & Board Development	\$399.88		\$399.88
CONTRACTUAL SERVICES	\$21,987.98		\$21,987.98
BUILDING MAINTENANCE	\$4,125.41		\$4,125.41
INSURANCE	\$0.00		\$0.00
UTILITIES	\$1,814.31		\$1,814.31
SUPPLIES	\$1,356.11		\$1,356.11
CAPITAL EXPENSES	\$303.54		\$303.54
MEDIA	\$28,550.15		\$28,550.15
REIMBURSEMENTS	\$1,735.94		\$1,735.94
SR PROJECTS	\$3,921.17		\$3,921.17
<b>TOTAL EXPENDITURES</b>	<b>\$161,064.22</b>	<b>\$0.00</b>	<b>\$161,064.22</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	\$320,740.48	\$2.72	\$320,743.20
<b>OTHER FINANCING SOURCES (USES)</b>			
**Tansfer 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>\$320,740.48</b>	<b>\$2.72</b>	<b>\$320,743.20</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$805,850.24</b>	<b>\$3,140.13</b>	<b>\$808,990.37</b>
<b>END OF MONTH</b>	<b>\$1,126,590.72</b>	<b>\$3,142.85</b>	<b>\$1,129,733.57</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	
<b>REVENUES</b>					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$1,450,416.69	\$475,082.70	75.33%
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	\$1,612.87	\$887.13	64.51%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$906.57	\$893.43	50.37%
Miscellaneous	\$3,500.00	\$3,500.00	\$2,596.78	\$903.22	74.19%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$7,473.56	\$3,526.44	67.94%
Miscellaneous	\$12,784.00	\$12,784.00	\$16,469.67	-\$3,685.67	128.83%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$680.00	\$320.00	68.00%
Unrestricted	\$15,000.00	\$15,000.00	\$1,729.13	\$13,270.87	11.53%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$4,000.00	\$4,000.00	\$3,978.68	\$21.32	99.47%
<b>GRANTS</b>	\$17,800.30	\$17,800.30	\$17,920.98	-\$120.68	100.68%
<b>INTEREST</b>	\$6,575.00	\$6,575.00	\$5,297.36	\$1,277.64	80.57%
<b>TOTAL REVENUES</b>	<b>\$2,046,458.69</b>	<b>\$2,046,458.69</b>	<b>\$1,533,995.28</b>	<b>\$512,463.41</b>	<b>74.96%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$964,446.00	\$964,446.00	\$555,141.47	-\$409,304.53	-42.44%
Employee Benefits	\$293,484.36	\$293,484.36	\$167,995.84	-\$125,488.52	-42.76%
Staff & Board Development	\$10,500.00	\$10,500.00	\$5,940.78	-\$4,559.22	-43.42%
<b>CONTRACTUAL SERVICES</b>	\$186,983.88	\$186,983.88	\$105,218.33	-\$81,765.55	-43.73%
<b>BUILDING MAINTENANCE</b>	\$46,404.69	\$46,404.69	\$24,527.98	-\$21,876.71	-47.14%
<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	\$6,081.85	-\$8,111.27	-57.15%
<b>SUPPLIES</b>	\$26,595.00	\$26,595.00	\$15,174.62	-\$11,420.38	-42.94%
<b>CAPITAL EXPENSES</b>	\$478,500.00	\$478,500.00	\$23,052.58	-\$455,447.42	-95.18%
<b>MEDIA</b>	\$179,278.95	\$179,278.95	\$103,555.55	-\$75,723.40	-42.24%
<b>REIMBURSEMENTS</b>	\$47,985.13	\$47,985.13	\$30,201.11	-\$17,784.02	-37.06%
<b>SR PROJECTS</b>	\$25,000.00	\$25,000.00	\$21,835.45	-\$3,164.55	-12.66%
<b>TOTAL EXPENDITURES</b>	<b>\$2,296,458.69</b>	<b>\$2,296,458.69</b>	<b>\$1,081,405.36</b>	<b>-\$1,215,053.33</b>	<b>-52.91%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>-\$250,000.00</b>	<b>-\$250,000.00</b>	<b>\$452,589.92</b>	<b>-\$702,589.92</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>\$452,589.92</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$1,055,959.03</b>		
			<b>-\$734,050.69</b>		



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND  
BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: JULY 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	\$57,281.82	\$430,243.66	\$315,895.74	42.34%
4312	HOURLY EMPLOYEES	\$213,106.60	\$16,406.27	\$124,222.81	\$88,883.79	41.71%
4313	ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$675.00	\$4,525.00	87.02%
<b>TOTAL OPERATIONAL SALARIES</b>		<b>\$964,446.00</b>	<b>\$73,688.09</b>	<b>\$555,141.47</b>	<b>\$409,304.53</b>	<b>42.44%</b>
<b>EMPLOYEE BENEFITS</b>						
4331	ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$5,672.32	\$42,514.59	\$32,734.02	43.50%
4332	SOCIAL SECURITY - FICA	\$73,382.32	\$5,587.05	\$41,983.50	\$31,398.82	42.79%
4333	INSURANCE	\$143,853.43	\$11,922.27	\$83,497.75	\$60,355.68	41.96%
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>\$23,181.64</b>	<b>\$167,995.84</b>	<b>\$125,488.52</b>	<b>42.76%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>						
4351	MEMBERSHIP FEES	\$2,200.00	\$125.00	\$1,861.00	\$339.00	15.41%
4352	BOARD DEVELOPMENT	\$800.00	\$0.00	\$259.99	\$540.01	67.50%
4353	ADMINISTRATOR	\$500.00	\$225.00	\$410.70	\$89.30	17.86%
4354	PROFESSIONAL STAFF	\$5,000.00	\$23.15	\$2,358.32	\$2,641.68	52.83%
4355	SUPPORT STAFF	\$1,000.00	\$0.00	\$492.00	\$508.00	50.80%
4356	MILEAGE REIMBURSEMENT	\$1,000.00	\$26.73	\$558.77	\$441.23	44.12%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>		<b>\$10,500.00</b>	<b>\$399.88</b>	<b>\$5,940.78</b>	<b>\$4,559.22</b>	<b>43.42%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>		<b>\$1,268,430.36</b>	<b>\$97,269.61</b>	<b>\$729,078.09</b>	<b>\$539,352.27</b>	<b>42.52%</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	\$47.00	\$795.50	\$1,204.50	60.23%
4363	CONSULTANT FEES	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
4364	APPRAISAL	\$3,500.00	\$590.00	\$590.00	\$2,910.00	83.14%
4365	ACCOUNTANT	\$4,714.50	\$365.00	\$2,555.00	\$2,159.50	45.81%
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$17,886.00</b>	<b>\$1,002.00</b>	<b>\$9,640.50</b>	<b>\$8,245.50</b>	<b>46.10%</b>
<b>OUTSIDE SERVICES</b>						
4412	PAYROLL SERVICES	\$4,800.00	\$253.47	\$2,900.79	\$1,899.21	39.57%
4414	ALARM	\$3,226.00	\$0.00	\$1,984.37	\$1,241.63	38.49%
4416	MAINTENANCE	\$39,000.00	\$2,909.86	\$22,581.54	\$16,418.46	42.10%
4417	SWAN	\$30,238.74	\$6,854.50	\$21,772.24	\$8,466.50	28.00%
4418	TECHNOLOGY	\$38,010.00	\$5,288.17	\$18,708.63	\$19,301.37	50.78%
<b>TOTAL OUTSIDE SERVICES</b>		<b>\$115,274.74</b>	<b>\$15,306.00</b>	<b>\$67,947.57</b>	<b>\$47,327.17</b>	<b>41.06%</b>
<b>PRINTING</b>						
4424	NEWSLETTER PRINTING	\$18,823.14	\$3,196.55	\$9,481.10	\$9,342.04	49.63%
<b>TOTAL PRINTING</b>		<b>\$18,823.14</b>	<b>\$3,196.55</b>	<b>\$9,481.10</b>	<b>\$9,342.04</b>	<b>49.63%</b>
<b>PROGRAMMING</b>						
4451	YOUTH & TEEN PROGRAMMING	\$10,000.00	\$1,096.95	\$5,372.56	\$4,627.44	46.27%
4452	PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$1,135.00	\$6,824.57	\$6,175.43	47.50%
4454	GENERAL PROGRAMMING	\$9,000.00	\$251.48	\$3,359.12	\$5,640.88	62.68%
<b>TOTAL PROGRAMMING</b>		<b>\$32,000.00</b>	<b>\$2,483.43</b>	<b>\$15,556.25</b>	<b>\$16,443.75</b>	<b>51.39%</b>
<b>PUBLIC RELATIONS</b>						
4461	Public Relations	\$3,000.00	\$0.00	\$2,592.91	\$407.09	13.57%
<b>TOTAL PUBLIC RELATIONS</b>		<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$2,592.91</b>	<b>\$407.09</b>	<b>13.57%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>		<b>\$186,983.88</b>	<b>\$21,987.98</b>	<b>\$105,218.33</b>	<b>\$81,765.55</b>	<b>43.73%</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: JULY 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	\$454.30	\$402.38	46.97%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$2,513.00	\$2,725.50	\$9,874.50	78.37%
4434 BUILDING REPAIRS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.00%
4436 LAWN MAINTENANCE	\$9,574.57	\$915.97	\$4,248.85	\$5,325.72	55.62%
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>\$3,493.87</b>	<b>\$19,786.65</b>	<b>\$18,799.56</b>	<b>48.72%</b>
<b>EQUIPMENT MAINTENANCE</b>					
4531 COPIER	\$7,578.48	\$631.54	\$4,741.33	\$2,837.15	37.44%
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>\$4,741.33</b>	<b>\$3,077.15</b>	<b>39.36%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>	<b>\$46,404.69</b>	<b>\$4,125.41</b>	<b>\$24,527.98</b>	<b>\$21,876.71</b>	<b>47.14%</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	\$1,170.92	\$2,750.00	\$0.00	0.00%
4473 GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474 TELEPHONE/FAX	\$2,625.00	\$183.34	\$1,311.72	\$1,313.28	50.03%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$460.05	\$2,020.13	\$4,297.99	68.03%
<b>GROUP TOTAL UTILITIES</b>	<b>\$14,193.12</b>	<b>\$1,814.31</b>	<b>\$6,081.85</b>	<b>\$8,111.27</b>	<b>57.15%</b>
<b>SUPPLIES</b>					
<b>OFFICE SUPPLIES</b>					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$84.55	\$534.78	\$465.22	46.52%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$93.26	\$477.64	\$1,522.36	76.12%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$345.34	\$1,265.92	\$1,934.08	60.44%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$358.70	\$4,082.18	\$1,917.82	31.96%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$61.85	\$1,749.42	\$1,300.58	42.64%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$281.44	\$918.56	76.55%
<b>TOTAL OFFICE SUPPLIES</b>	<b>\$17,450.00</b>	<b>\$943.70</b>	<b>\$8,391.38</b>	<b>\$9,058.62</b>	<b>51.91%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$390.01	\$3,719.83	\$730.17	16.41%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>	<b>\$4,450.00</b>	<b>\$390.01</b>	<b>\$3,719.83</b>	<b>\$730.17</b>	<b>16.41%</b>
<b>MAILING EXPENSES &amp; FEES</b>					
4551 POSTAGE & HANDLING	\$600.00	\$22.40	\$343.41	\$256.59	42.77%
4553 BULK FEES & PERMITS	\$4,095.00	\$0.00	\$2,720.00	\$1,375.00	33.58%
<b>TOTAL OFFICE EXPENSE</b>	<b>\$4,695.00</b>	<b>\$22.40</b>	<b>\$3,063.41</b>	<b>\$1,631.59</b>	<b>34.75%</b>
<b>GROUP TOTAL SUPPLIES</b>	<b>\$26,595.00</b>	<b>\$1,356.11</b>	<b>\$15,174.62</b>	<b>\$11,420.38</b>	<b>42.94%</b>
<b>CAPITAL EXPENSES</b>					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$303.54	\$23,052.58	\$455,447.42	95.18%
<b>GROUP TOTAL CAPITAL EXPENSES</b>	<b>\$478,500.00</b>	<b>\$303.54</b>	<b>\$23,052.58</b>	<b>\$455,447.42</b>	<b>95.18%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
4710A	DATABASES - Adult	\$27,000.00	\$6,202.00	\$14,282.29	\$12,717.71	47.10%
4710B	DATABASES -Youth	\$6,000.00	\$1,500.00	\$3,083.16	\$2,916.84	48.61%
4711	PERIODICALS	\$14,500.00	\$56.00	\$957.64	\$13,542.36	93.40%
4712	CONTINUATIONS	\$600.00	\$44.24	\$135.86	\$464.14	77.36%
4714	LARGE PRINT	\$5,500.00	\$517.31	\$2,600.82	\$2,899.18	52.71%
4715	BOOKS - Adult	\$32,300.00	\$1,891.52	\$16,543.00	\$15,757.00	48.78%
4716	BOOKS - Youth	\$33,000.00	\$9,787.78	\$26,196.77	\$6,803.23	20.62%
4717	VIDEOS - Adult	\$4,500.00	\$538.62	\$2,354.05	\$2,145.95	47.69%
4718	VIDEOS - Youth	\$1,300.00	\$61.47	\$479.02	\$820.98	63.15%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$303.62	\$1,035.45	\$964.55	48.23%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$454.43	\$454.43	\$2,795.57	86.02%
4721	SOFTWARE	\$11,795.70	\$508.87	\$8,240.18	\$3,555.52	30.14%
4722	REALIA	\$1,000.00	\$0.00	\$356.19	\$643.81	64.38%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$618.07	\$681.93	52.46%
4724	GADGETS & GIZMOS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
4725A	E-BOOKS - Adult	\$10,000.00	\$507.61	\$8,409.34	\$1,590.66	15.91%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$2,179.68	\$9,315.80	\$3,684.20	28.34%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$1,498.00	\$2,002.00	57.20%
4727	PRESS READER	\$7,733.25	\$3,997.00	\$5,995.48	\$1,737.77	22.47%
<b>GROUP TOTAL MEDIA</b>		<b>\$179,278.95</b>	<b>\$28,550.15</b>	<b>\$103,555.55</b>	<b>\$75,723.40</b>	<b>42.24%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>						
4900	MISCELLANEOUS	\$18,184.83	\$1,063.88	\$6,090.47	\$12,094.36	66.51%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$120.68	\$17,920.98	-\$120.68	-0.68%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$551.38	\$6,158.94	\$4,841.06	44.01%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$30.72	\$969.28	96.93%
4906b	FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>		<b>\$47,985.13</b>	<b>\$1,735.94</b>	<b>\$30,201.11</b>	<b>\$17,784.02</b>	<b>37.06%</b>
<b>SPECIAL RESERVE PROJECTS</b>						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$3,921.17	\$21,835.45	\$3,164.55	12.66%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>		<b>\$25,000.00</b>	<b>\$3,921.17</b>	<b>\$21,835.45</b>	<b>\$3,164.55</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$2,296,458.69</b>	<b>\$161,064.22</b>	<b>\$1,081,405.36</b>	<b>\$1,215,053.33</b>	<b>52.91%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
07/11/2024	Check	5776	06 June Bank Reconciliations Invoice	4365 Accountant	\$365.00
Total for Adducci Vega Financial Group, LLC					\$365.00
Anderson Pest Solutions					
07/15/2024	Check	5779	Invoice 62993355	4431 Pest Control	\$64.90
Total for Anderson Pest Solutions					\$64.90
ATLAS					
07/08/2024	Check	5773	ATLAS Membership Renewal 2024-2025	4351 Membership Fees	\$50.00
Total for ATLAS					\$50.00
At&T - Fiber Line					
07/01/2024	Check	5753	Monthly Fee	4475 Internet	\$460.05
Total for At&T - Fiber Line					\$460.05
Baker & Taylor C205293 Continuations					
07/02/2024	Expense	BT PORTAL	06 June Continuations	4712 Continuations	\$44.24
Total for Baker & Taylor C205293 Continuations					\$44.24
Baker & Taylor L5040682 Adult Books					
07/02/2024	Expense	BT PORTAL	06 June Adult	4715 Books - Adult	\$16.13
07/02/2024	Expense	BT PORTAL	06 June pre processing fee	4515 Technical Services - Supplies	\$0.99
Total for Baker & Taylor L5040682 Adult Books					\$17.12
Baker & Taylor L5346512 Youth Books					
07/02/2024	Expense	BT PORTAL	06 June YTS	4716 Books - Youth	\$979.59
07/02/2024	Expense	BT PORTAL	06 June Pre Processing Fee	4515 Technical Services - Supplies	\$64.35
Total for Baker & Taylor L5346512 Youth Books					\$1,043.94
Baker & Taylor Summer Reading					
07/02/2024	Expense	BT PORTAL	Summer Reading	4451 Youth & Teen Programming	\$15.72
Total for Baker & Taylor Summer Reading					\$15.72
CENGAGE/Gale Learning					
07/02/2024	Check	5762	06 June Invoices	4714 Large Print Books	\$270.34
Total for CENGAGE/Gale Learning					\$270.34
Children's Plus Inc.					
07/02/2024	Check	5763	06 June Invoices	4716 Books - Youth	\$8,515.82
Total for Children's Plus Inc.					\$8,515.82
CIT					
07/02/2024	Check	5758	Invoice 44939026-C1	4531 Copier	\$631.54
Total for CIT					\$631.54
City Of Palos Heights IMRF					
07/29/2024	Check	23062	07 July Payment	4331 IMRF III. Muni. Ret. Fund	\$5,672.32
07/29/2024	Check	23062	07 July Payment	2053 FT- Employee Contribution IMRF	\$2,577.70
07/29/2024	Check	23062	07 July Payment	2054 PT- Employee Contribution IMRF	\$158.16
07/29/2024	Check	23062	07 July Payment	4331 IMRF III. Muni. Ret. Fund	\$958.68
Total for City Of Palos Heights IMRF					\$9,366.86
City of Palos Hts. - Water Bill					
07/24/2024	Check	5786	Monthly bill	4472 Water	\$1,170.92
07/24/2024	Check	5786	Excess water bill due to leak in irrigation	4631 Special Reserves Replenishment	\$303.54
Total for City of Palos Hts. - Water Bill					\$1,474.46
Cosmopolitan Building Services					
07/02/2024	Check	5769	07 July Janitorial Services Invoice 6638	4416 Maintenance	\$2,722.50
Total for Cosmopolitan Building Services					\$2,722.50
Cynthia Clappitt					
07/02/2024	Check	5761	7.30.24 Seeking Spiceland	4452 Public Services Programming	\$210.00
Total for Cynthia Clappitt					\$210.00
Donivin, Truty					
07/01/2024	Check	5750	07.11.24 Dungeons and Dragons	4451 Youth & Teen Programming	\$250.00
Total for Donivin, Truty					\$250.00
Grasso Graphics					
07/01/2024	Check	5752	July/Aug Newsletters	4424 Newsletter Printing	\$2,612.05
07/01/2024	Check	5752	July/Aug Newsletters	4424 Newsletter Printing	\$584.50
Total for Grasso Graphics					\$3,196.55
GT Mechanical					
07/17/2024	Expense	ACH GT	Baseboard heat shut off	4432 Heating/Cooling Service	\$252.00
07/26/2024	Expense	ACH GT	Maintenance Agreement 2nd of 2	4432 Heating/Cooling Service	\$2,261.00
Total for GT Mechanical					\$2,513.00



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Illinois Library Association					
	07/11/2024	Check	5775 R Zubik renewal	4351 Membership Fees	\$75.00
	07/17/2024	Check	5782 Invoice 288427 Institutional Membership	4353 Administrator	\$225.00
Total for Illinois Library Association					\$300.00
Imaging Office Systems, Inc.					
	07/02/2024	Check	5754 Digital hosting reel annual cost	4710a Databases (Adult)	\$2,900.00
Total for Imaging Office Systems, Inc.					\$2,900.00
Independent Construction Services					
	07/02/2024	Check	5771 Parking Lot Meetings	7001 Special Reserves Projects	\$210.00
Total for Independent Construction Services					\$210.00
Industrial Appraisal					
	07/02/2024	Check	5755 Insurable Values	4364 Appraisal Fees	\$340.00
	07/02/2024	Check	5755 Property Record Report 1.1.24	4364 Appraisal Fees	\$250.00
Total for Industrial Appraisal					\$590.00
Ingram					
	07/02/2024	Check	5764 06 June Invoices	4714 Large Print Books	\$246.97
	07/02/2024	Check	5764 06 June Invoices	4715 Books - Adult	\$1,875.39
	07/02/2024	Check	5764 06 June Invoices	4716 Books - Youth	\$292.37
	07/02/2024	Check	5764 06 June Pre processing fee	4515 Technical Services - Supplies	\$99.99
Total for Ingram					\$2,514.72
Kit Sergeant					
	07/02/2024	Check	5759 7.11.24 Women Spies in World War II	4452 Public Services Programming	\$200.00
Total for Kit Sergeant					\$200.00
Klein, Thorpe And Jenkins					
	07/02/2024	Check	5756 Legal services through 05.31.24	4362 Legal Fees	\$47.00
Total for Klein, Thorpe And Jenkins					\$47.00
LIMRiCC-Employees					
	07/09/2024	Expense	ACH LIM 07 July	4333 Insurance	\$11,922.27
	07/09/2024	Expense	ACH LIM 07 July	2050 Employee Paid Benefits	\$654.76
	07/09/2024	Expense	ACH LIM Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$1,079.37
Total for LIMRiCC-Employees					\$13,656.40
Measner Magic Productions, Inc.					
	07/01/2024	Check	5751 7.19.24 Magic Show	4451 Youth & Teen Programming	\$465.00
Total for Measner Magic Productions, Inc.					\$465.00
Megan Wells					
	07/23/2024	Check	23060 7.23.24 The Speckled Band - Sherlock	4452 Public Services Programming	\$400.00
Total for Megan Wells					\$400.00
Midwest Tape - 17568					
	07/02/2024	Check	5765 06 June Invoices	4717 Videos - Adult	\$60.73
	07/02/2024	Check	5765 06 June Pre processing fee	4515 Technical Services - Supplies	\$9.36
Total for Midwest Tape - 17568					\$70.09
Midwest Tape - 19730					
	07/02/2024	Check	5766 06 June Invoices	4717 Videos - Adult	\$477.89
	07/02/2024	Check	5766 06 June Invoices	4719 Audiobooks - Adult	\$303.62
	07/02/2024	Check	5766 06 June Pre processing fee	4515 Technical Services - Supplies	\$65.46
Total for Midwest Tape - 19730					\$846.97
Midwest Tape - 19996					
	07/02/2024	Check	5767 06 June Invoices	4718 Videos - Youth	\$61.47
	07/02/2024	Check	5767 06 June Pre processing fee	4515 Technical Services - Supplies	\$7.37
Total for Midwest Tape - 19996					\$68.84
Old National Bank - MasterCard					
	07/03/2024	Expense	MasterCard Disney Plus	4451 Youth & Teen Programming	\$9.99
	07/03/2024	Expense	MasterCard Netflix Credit	4900 Miscellaneous - Reimbursements	-\$15.49
	07/03/2024	Expense	MasterCard Sip/Google	4474 Telephone/FAX	\$105.89
	07/03/2024	Expense	MasterCard OCLC	4551 Postage & Handling	\$17.78
	07/03/2024	Expense	MasterCard Adobe/Duo	4721 Software	\$149.99
	07/03/2024	Expense	MasterCard HR Roundtable/ TF Circ Conf LR	4904 Reimb. - Friends Book Sales	\$551.38
	07/03/2024	Expense	MasterCard Laptop locking devices	4418 Technology	\$128.85
	07/03/2024	Expense	MasterCard 4451 SRP Replenishment 2	4451 Youth & Teen Programming	\$247.26
	07/03/2024	Expense	MasterCard 4451 Summer Programs	4451 Youth & Teen Programming	\$49.98
	07/03/2024	Expense	MasterCard Fan Con	4454 General Programming	\$216.50
	07/03/2024	Expense	MasterCard PS Supplies	4511 Public Services - Supplies	\$64.59
	07/03/2024	Expense	MasterCard 4512 July Supplies	4512 Youth & Teen - Supplies	\$93.26
	07/03/2024	Expense	MasterCard Copy Paper (8)	4514 Business Office - Supplies	\$304.88





# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Old National Bank - MasterCard (con't)					
	07/03/2024	Expense	MasterCard	Supplies	4514 Business Office - Supplies \$40.46
	07/03/2024	Expense	MasterCard	4515 Jun26 Supplies	4515 Technical Services - Supplies \$111.18
	07/03/2024	Expense	MasterCard	Circ Supplies	4516 Circulation - Supplies \$61.85
	07/03/2024	Expense	MasterCard	Carpet cleaning solutions/Multifold towels	4541 Maintenance/Cleaning Supplies \$190.05
	07/03/2024	Expense	MasterCard	Dropbox renewal	4721 Software \$119.88
	07/03/2024	Expense	MasterCard	Glowforge renewal	4721 Software \$239.00
Total for Old National Bank - MasterCard					\$2,687.28
Otis Elevator					
	07/17/2024	Expense	OTIS PORTAL	Invoice 100401621784	4416 Maintenance \$187.36
Total for Otis Elevator					\$187.36
OverDrive, Inc.					
	07/09/2024	Check	5774	01658C024205194	4725B E-Audiobooks - Adult \$829.68
	07/09/2024	Check	5774	01658C024205192	4725A E-Books - Adult \$507.61
Total for OverDrive, Inc.					\$1,337.29
Pack, William					
	07/02/2024	Check	5760	7.16.24 Death Defying Acts	4452 Public Services Programming \$325.00
Total for Pack, William					\$325.00
Paylocity Payroll Billing					
	07/12/2024	Expense	EFT	--	4412 Payroll Services \$78.00
	07/26/2024	Expense	EFT	--	4412 Payroll Services \$175.47
Total for Paylocity Payroll Billing					\$253.47
Paylocity Payroll Net					
	07/12/2024	Expense	EFT	--	4311 Salaried Employees \$20,110.31
	07/12/2024	Expense	EFT	--	4312 Hourly Employees \$7,192.88
	07/12/2024	Expense	EFT	06 June Homebound deliveries EN	4356 Mileage Reimbursement \$5.11
	07/12/2024	Expense	EFT	OCLC	4551 Postage & Handling \$4.62
	07/12/2024	Expense	EFT	MM Jewel Spice Club	4511 Public Services - Supplies \$19.96
	07/12/2024	Expense	EFT	KM Jewel Spirit Committee	4454 General Programming \$19.98
	07/12/2024	Expense	EFT	SP Party City Spirit Committee	4454 General Programming \$15.00
	07/12/2024	Expense	EFT	SP Party City Mileage	4356 Mileage Reimbursement \$3.21
	07/12/2024	Expense	EFT	MKK YA Midwest Conference	4354 Professional Staff \$23.15
	07/26/2024	Expense	EFT	--	4311 Salaried Employees \$20,595.69
	07/26/2024	Expense	EFT	--	4312 Hourly Employees \$6,643.21
	07/26/2024	Expense	EFT	06 June Homebound deliveries BS	4356 Mileage Reimbursement \$18.41
	07/26/2024	Expense	EFT	JD Jewel Candy Olympics	4451 Youth & Teen Programming \$28.33
	07/26/2024	Expense	EFT	MK Hobby Lobby Beads	4451 Youth & Teen Programming \$30.67
Total for Paylocity Payroll Net					\$54,710.53
Paylocity Payroll Taxes					
	07/12/2024	Expense	EFT	--	4311 Salaried Employees \$6,107.65
	07/12/2024	Expense	EFT	--	4332 FICA Social Security \$2,793.63
	07/12/2024	Expense	EFT	--	4312 Hourly Employees \$1,259.93
	07/26/2024	Expense	EFT	--	4311 Salaried Employees \$6,277.03
	07/26/2024	Expense	EFT	--	4332 FICA Social Security \$2,793.42
	07/26/2024	Expense	EFT	--	4312 Hourly Employees \$1,152.09
Total for Paylocity Payroll Taxes					\$20,383.75
Peerless Network, Inc					
	07/15/2024	Check	5778	Invoice 55391	4474 Telephone/FAX \$77.45
Total for Peerless Network, Inc					\$77.45
Playaway Products					
	07/02/2024	Check	5768	06 June Invoices	4720 Audiobooks/Playaways - Youth \$454.43
Total for Playaway Products					\$454.43
RAILS					
	07/17/2024	Check	5780	Invoice 12542 Press Reader 7.1.24 to	4727 Press Reader \$3,997.00
	07/17/2024	Check	5780	Invoice 12542 Press Reader 7.1.24 to	4727 Press Reader \$797.00
	07/17/2024	Check	5780	Invoice 12542 Press Reader 7.1.24 to	4727 Press Reader -\$797.00
	07/23/2024	Check	5783	Invoice 12618 Consumer Reports EBSCO	4710a Databases (Adult) \$2,617.00
	07/24/2024	Check	5784	Invoice 12820 IL Library Presents 07.24 to	4710a Databases (Adult) \$685.00
	07/24/2024	Check	5785	Invoice 12998 eRead IL 7.24 to 6.25	4725B E-Audiobooks - Adult \$1,350.00
Total for RAILS					\$8,649.00
Roy Erikson Outdoor Maintenance					
	07/02/2024	Check	5757	07 July Landscaping	4436 Lawn Maintenance \$915.97
Total for Roy Erikson Outdoor Maintenance					\$915.97



PALOS HEIGHTS  
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Ryan Electrical Services, Inc.					
07/17/2024	Check	5781	Electrical Maintenance - Lights, ballasts,	7001 Special Reserves Projects	\$3,711.17
Total for Ryan Electrical Services, Inc.					\$3,711.17
Southwest Regional Publishing, LLC					
07/08/2024	Check	5772	Regional News annual renewal	4711 Periodicals	\$56.00
Total for Southwest Regional Publishing, LLC					\$56.00
SWAN					
07/26/2024	Expense	ACH SWAN	SWAN Fees July - Sept. 2024	4417 SWAN/OCLC	\$6,854.50
Total for SWAN					\$6,854.50
Truty, Marcin					
07/02/2024	Expense	ACH MT	06 June 24 IT Services	4418 Technology	\$5,159.32
07/02/2024	Expense	ACH MT	06 June 24 IT Services	4902 Grants	\$120.68
Total for Truty, Marcin					\$5,280.00
Tutor.com					
07/11/2024	Check	5777	On Line Tutoring Program	4710b Databases (Youth)	\$1,500.0
Total for Tutor.com					\$1,500.0
Warehouse Direct					
07/02/2024	Check	5770	Large Liners (3)	4541 Maintenance/Cleaning Supplies	\$137.40
07/02/2024	Check	5770	Sm Liners (2)	4541 Maintenance/Cleaning Supplies	\$62.6
Total for Warehouse Direct					\$200.0
TOTAL CHECK FOR BOARD APPROVAL					\$161,064.22



# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MONTH ENDING: JULY 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	\$20,003.10	\$784,548.80	\$1,098.34	\$200.00	\$572.09	\$2,568.04	\$808,990.37
WITHDRAWALS	(\$161,064.22)						(\$161,064.22)
TRANSFERS	\$50,000.00	(\$50,000.00)					\$0.00
	\$10,000.00	(\$10,000.00)					
	\$10,000.00	(\$10,000.00)					
	\$50,000.00	(\$50,000.00)					
	\$25,000.00	(\$25,000.00)					
DEPOSITS	\$17,920.98	\$38,301.03					\$481,005.80
	\$25.00	\$153,661.98					
	\$243.30	\$265,006.09					
	\$285.90						
	\$1,079.37						
	\$303.90						
	\$261.24						
	\$370.33						
	\$1,000.00						
	\$1,232.59						
	\$299.45						
	\$235.84						
	\$203.80						
	\$50.00						
	\$25.00						
	\$500.00						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.53	\$793.38	\$4.99	N/A	N/A	272.00%	\$801.62
ENDING BALANCE	\$27,976.11	\$1,097,311.28	\$1,103.33	\$200.00	\$572.09	\$2,570.76	\$1,129,733.57
TOTALS	\$1,126,590.72 GENERAL FUND				\$3,142.85 SPECIAL RESERVES FUND		\$1,129,733.57 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.26%	5.433%	N/A	N/A	1.26%	

TOTAL FUND BALANCE MONTH ENDING: JULY 31, 2024

\$1,129,733.57