

**Palos Heights Public Library  
FY2024 BUDGET DRAFT 2**

**4000 · EXPENSES**

2026

**4300 · PERSONNEL SERVICES**

**4310 · OPERATIONAL SALARIES**

|                                |               |
|--------------------------------|---------------|
| 4311 · Salaried Employees      | \$ 824,632.84 |
| 4312 · Hourly Employees        | \$ 217,503.44 |
| 4313 · Additional Compensation | \$ 5,300.00   |

**Total 4310 · OPERATIONAL SALARIES \$1,047,436.28**

**4330 · EMPLOYEE BENEFITS**

|                                                      |               |
|------------------------------------------------------|---------------|
| 4331 · IMRF III. Muni. Ret. Fund (Levied separately) | \$ 86,917.75  |
| 4332 · FICA Social Security (Levied separately)      | \$ 79,723.43  |
| 4333 · Insurance                                     | \$ 200,649.60 |
| 4334 · Staff Apparel                                 | \$ 1,200.00   |

**Total 4330 · EMPLOYEE BENEFITS \$368,490.77**

**4350 · STAFF & BOARD PROFESSIONAL EDUCATION**

|                              |             |
|------------------------------|-------------|
| 4351 · Membership Fees       | \$ 2,600.00 |
| 4352 · Board Development     | \$ 800.00   |
| 4353 · Administrator         | \$ 500.00   |
| 4354 · Professional Staff    | \$ 6,000.00 |
| 4355 · Support Staff         | \$ 1,000.00 |
| 4356 · Mileage Reimbursement | \$ 1,100.00 |

**Total 4350 · STAFF & BOARD PROFESSIONAL EDUCATION \$12,000.00**

**Total 4300 · PERSONNEL SERVICES \$1,427,927.05**

**4400 · CONTRACTUAL SERVICES**

**4401 · PROFESSIONAL SERVICES**

|                                       |             |
|---------------------------------------|-------------|
| 4361 · Audit Fees (levied separately) | \$ 7,700.00 |
| 4362 · Legal Fees                     | \$ 2,000.00 |
| 4363 · Consultant Fees                | \$ 500.00   |
| 4364 · Appraisal Fees                 | \$ 650.00   |
| 4365 · Accounting                     | \$ 4,950.00 |

**Total 4401 · PROFESSIONAL SERVICES \$15,800.00**

**4402 · OUTSIDE SERVICES**

|                         |              |
|-------------------------|--------------|
| 4412 · Payroll Services | \$ 4,400.00  |
| 4414 · Alarm            | \$ 3,300.00  |
| 4416 · Maintenance      | \$ 40,000.00 |
| 4417 · SWAN/OCLC        | \$ 29,000.00 |
| 4418 · Technology       | \$ 42,000.00 |

**Total 4402 · OUTSIDE SERVICES \$118,700.00**

**4403 · PRINTING**

|                                      |              |
|--------------------------------------|--------------|
| 4421 · Newspaper/Advertising Notices | \$ -         |
| 4424 · Newsletter Printing           | \$ 20,138.27 |

**Total 4403 · PRINTING \$20,138.27**

**4404 · PROGRAMMING**

|                                    |              |
|------------------------------------|--------------|
| 4451 · Youth & Teen Programming    | \$ 11,000.00 |
| 4452 · Public Services Programming | \$ 14,000.00 |
| 4454 · General Programming         | \$ 10,000.00 |

**Total 4404 · PROGRAMMING \$35,000.00**

**4405 · PUBLIC RELATIONS**

|                         |             |
|-------------------------|-------------|
| 4461 · Public Relations | \$ 3,000.00 |
|-------------------------|-------------|

**Total 4405 · PUBLIC RELATIONS \$3,000.00**

**Total 4400 · CONTRACTUAL SERVICES \$192,638.27**

**4406 · BUILDING MAINTENANCE**

**4407 · REPAIRS & MAINTENANCE**

|                                  |              |
|----------------------------------|--------------|
| 4431 · Pest Control              | \$ 825.48    |
| 4432 · Heating/Cooling Service   | \$ 13,000.00 |
| 4434 · Other Repairs/Maintenance | \$ 13,000.00 |
| 4436 · Lawn Maintenance          | \$ 10,053.30 |
| 4437 · Snow Removal              | \$ 7,280.04  |

**Total 4407 · REPAIRS & MAINTENANCE \$44,158.82**

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|---------------------------------------------------|---------------------|
| <b>4408 · EQUIPMENT MAINTENANCE</b>               |                     |
| 4531 · Copier                                     | \$ 8,100.00         |
| 4533 · Other Equipment                            | \$ 220.00           |
| <b>Total 4408 · EQUIPMENT MAINTENANCE</b>         | <b>\$8,320.00</b>   |
| <b>Total 4406 · BUILDING MAINTENANCE</b>          | <b>\$52,478.82</b>  |
| <b>4440 · INSURANCE</b>                           |                     |
| 4441 · Bldg & Contents                            | \$ 25,762.12        |
| 4443 · Worker's Comp (levied separately)          | \$ 2,367.20         |
| <b>Total 4440 · INSURANCE</b>                     | <b>\$28,129.32</b>  |
| <b>4470 · UTILITIES</b>                           |                     |
| 4471 · Power                                      | \$ 55,000.00        |
| 4472 · Water                                      | \$ 2,640.00         |
| 4473 · Gas                                        | \$ 1,300.00         |
| 4474 · Telephone/FAX                              | \$ 2,400.00         |
| 4475 · INTERNET                                   | \$ 5,708.16         |
| <b>Total 4470 · UTILITIES</b>                     | <b>\$67,048.16</b>  |
| <b>4500 · SUPPLIES</b>                            |                     |
| <b>4501 · OFFICE SUPPLIES</b>                     |                     |
| 4511 · Public Services - Supplies                 | \$ 1,000.00         |
| 4512 · Youth & Teen - Supplies                    | \$ 2,000.00         |
| 4514 · Business Office - Supplies                 | \$ 3,200.00         |
| 4515 · Technical Services - Supplies              | \$ 3,000.00         |
| 4516 · Circulation - Supplies                     | \$ 3,050.00         |
| 4518 · Local History - Supplies                   | \$ 500.00           |
| 4519 · Hospitality - Supplies                     | \$ 1,200.00         |
| <b>Total 4501 · OFFICE SUPPLIES</b>               | <b>\$13,950.00</b>  |
| <b>4502 · MAINTENANCE/CLEANING SUPPLIES</b>       |                     |
| 4541 · Maintenance/Cleaning Supplies              | \$ 5,600.00         |
| <b>Total 4502 · MAINTENANCE/CLEANING SUPPLIES</b> | <b>\$5,600.00</b>   |
| <b>4503 · MAILING EXPENSES &amp; FEES</b>         |                     |
| 4551 · Postage & Handling                         | \$ 650.00           |
| 4553 · Bulk Fees & Permits                        | \$ 5,400.00         |
| <b>Total 4503 · MAILING EXPENSES &amp; FEES</b>   | <b>\$6,050.00</b>   |
| <b>Total 4500 · SUPPLIES</b>                      | <b>\$25,600.00</b>  |
| <b>4600 · CAPITAL EXPENSES</b>                    |                     |
| <b>4603 · Special Reserves/Contingency</b>        |                     |
| 4631 · Special Reserves Replenishment             | \$ 141,721.92       |
| <b>4603 · Special Reserves/Contingency</b>        | <b>\$141,721.92</b> |
| <b>Total 4600 · CAPITAL EXPENSES</b>              | <b>\$141,721.92</b> |
| <b>4700 · MEDIA/LIBRARY MATERIALS</b>             |                     |
| 4710a · Databases (adult)                         | \$ 25,000.00        |
| 4710b · Databases (youth)                         | \$ 4,700.00         |
| 4711 · Periodicals                                | \$ 11,000.00        |
| 4712 · Continuations                              | \$ -                |
| 4714 · Large Print Books                          | \$ 5,750.00         |
| 4715 · Books - Adult                              | \$ 31,000.00        |
| 4715b · Foreign Language - Adult                  | \$ 2,500.00         |
| 4716 · Books - Youth                              | \$ 33,500.00        |
| 4717 · Videos - Adult                             | \$ 4,300.00         |
| 4718 · Videos - Youth                             | \$ 1,100.00         |
| 4719 · Audiobooks/Playaways - Adult               | \$ 2,300.00         |
| 4720 · Audiobooks/Playaways - Youth               | \$ 4,050.00         |
| 4721 · Software                                   | \$ 10,500.00        |
| 4722 · Realia                                     | \$ 1,000.00         |
| 4723B · Video Games - Youth                       | \$ 1,600.00         |
| 4724 · Library of Things                          | \$ 1,000.00         |
| 4725A · E-Books - Adult                           | \$ 13,000.00        |

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| 4725B · E-Audiobooks - Adult                       | \$ 14,000.00          |
| 4726 · E-Content - Youth                           | \$ 3,500.00           |
| 4727 · PressReader                                 | \$ -                  |
| <b>Total 4700 · MEDIA/LIBRARY MATERIALS</b>        | <b>\$169,800.00</b>   |
| <b>4900A · MISC. REIMB. (NOT LEVIED FOR)</b>       |                       |
| 4900 · Reimbursement - Miscellaneous               | \$ 17,000.00          |
| 4902 · Grants                                      | \$ 17,800.30          |
| 4904 · Reimbursement Friends Book Sale             | \$ 13,000.00          |
| 4906a · Reimbursements - Restricted Gifts/Donation | \$ 1,500.00           |
| 4906b · Reimbursements - Fundraising Expenses      | \$ -                  |
| <b>Total 4900A · MISC. REIMB. (NOT LEVIED FOR)</b> | <b>\$49,300.30</b>    |
| <b>Total 4000 · EXPENSES</b>                       | <b>\$2,154,643.84</b> |
| <b>7000 · SPECIAL RESERVES PROJECTS</b>            |                       |
| 7001 · Special Reserves Projects                   | \$ 288,732.00         |
| <b>Total 7000 · SPECIAL RESERVES PROJECTS</b>      | <b>\$288,732.00</b>   |
|                                                    |                       |
| <b>3000 · RECEIPTS</b>                             |                       |
| <b>3100 · REAL ESTATE TAXES</b>                    |                       |
| 3101 · Tax Levies- Prior Years                     | \$ 2,000.00           |
| * 3103 · Tax Levies-Current FY*                    | \$ 2,019,593.54       |
| Corporate Fund Levy                                | \$ 1,840,308.95       |
| IMRF Fund Levy                                     | \$ 86,917.75          |
| Social Security Levy                               | \$ 79,723.43          |
| Audit Fund Levy                                    | \$ 7,700.00           |
| Liability Fund Levy                                | \$ 2,576.21           |
| Worker's Comp Levy                                 | \$ 2,367.20           |
| 3105 · Tax Levies-Last Yr                          | \$ 12,500.00          |
| 3261 · Corporate Replacement Tax                   | \$ 12,500.00          |
| <b>Total 3100 · REAL ESTATE TAXES</b>              | <b>\$2,046,593.54</b> |
| <b>3200 · MISCELLANEOUS RECEIPTS</b>               |                       |
| <b>3201 · FRONT DESK</b>                           |                       |
| 3210 · LOST/DAMAGED/OVERDUE FEES                   | \$ 2,000.00           |
| 3220 · BORROWERS CARDS                             | \$ 1,200.00           |
| 3250 · MISCELLANEOUS FRONT DESK                    | \$ 4,000.00           |
| <b>Total 3201 · Front Desk</b>                     | <b>\$7,200.00</b>     |
| <b>3202 · MISCELLANEOUS - REIMBURSEMENTS</b>       |                       |
| 3231 · Friends Book Sales                          | \$ 13,000.00          |
| 3251 · Miscellaneous                               | \$ 17,000.00          |
| 3260a · Restricted Gifts/Donations                 | \$ 1,500.00           |
| 3260b · Unrestricted Gifts/Annual Fundraising      | \$ 1,000.00           |
| 3260c · Planned Giving                             | \$ 15,000.00          |
| <b>Total 3202 · MISCELLANEOUS - REIMBURSEMENTS</b> | <b>\$47,500.00</b>    |
| <b>3240 · COPIER</b>                               |                       |
| Copier                                             | \$ 5,500.00           |
| <b>3240 · COPIER</b>                               | <b>\$5,500.00</b>     |
| <b>3270 · Grants</b>                               |                       |
| Per Capita Grant                                   | \$ 17,800.30          |
| <b>3270 · Grants</b>                               | <b>\$17,800.30</b>    |
| <b>Total 3200 · MISCELLANEOUS RECEIPTS</b>         | <b>\$78,000.30</b>    |
| <b>3300 · INTEREST EARNED</b>                      |                       |
| 3382 · Prior Years Taxes                           | \$ -                  |
| 3384 · Money Market FMB General Fund               | \$ 30,000.00          |
| 3387 · Money Market IPTIP                          | \$ 40.00              |
| 3388 · Checking Account                            | \$ 10.00              |
| <b>Total 3300 · INTEREST EARNED</b>                | <b>\$30,050.00</b>    |
| <b>Total 3000 · RECEIPTS</b>                       | <b>\$2,154,643.84</b> |