



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
February 13, 2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	JANUARY	\$165,750.85	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:	1/31/2024	N/A	1



**PALOS HEIGHTS
PUBLIC LIBRARY**

**STATEMENT OF FUND BALANCES
MONTH ENDING: JANUARY, 2024**

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$245.22		\$245.22
» Non Resident Cards	\$302.19		\$302.19
» Miscellaneous	\$692.00		\$692.00
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$496.50		\$496.50
» Miscellaneous	\$10,315.74		\$10,315.74
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$58.25		\$58.25
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$410.25		\$410.25
GRANTS	\$0.00		\$0.00
INTEREST	\$596.29	\$2.70	\$598.99
TOTAL REVENUES	\$13,116.44	\$2.70	\$13,119.14
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$73,305.56		\$73,305.56
» Employee Benefits	\$23,098.70		\$23,098.70
» Staff & Board Development	\$892.00		\$892.00
CONTRACTUAL SERVICES	\$15,057.43		\$15,057.43
BUILDING MAINTENANCE	\$5,133.41		\$5,133.41
INSURANCE	\$22,679.80		\$22,679.80
UTILITIES	\$479.83		\$479.83
SUPPLIES	\$2,977.03		\$2,977.03
CAPITAL EXPENSES	\$274.10		\$274.10
MEDIA	\$16,262.40		\$16,262.40
REIMBURSEMENTS	\$5,590.59		\$5,590.59
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$165,750.85	\$0.00	\$165,750.85
REVENUES OVER EXPENDITURES			
EXCESS (DEFICIENCY)	-\$152,634.41	\$2.70	-\$152,631.71
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$1,679.00	\$0.00	\$1,679.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00		\$0.00
TOTAL OTHER FINANCING SOURCES	\$1,679.00	\$0.00	\$1,679.00
NET CHANGE IN FUND BALANCES	-\$150,955.41	\$2.70	-\$150,952.71
FUND BALANCES, BEGINNING OF MONTH	\$672,321.80	\$3,124.23	\$675,446.03
END OF MONTH	\$521,366.39	\$3,126.93	\$524,493.32

Check #5534 Everest Snow \$1,679 dated 12/1/23 lost in mail cut new check #5586 dated 1/24/24



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH JANUARY 31, 2024

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$0.00	\$1,925,499.39	0.00%
CORPORATE REPLACEMENT TAX	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00	0.00%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$245.22	\$2,254.78	9.81%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$302.19	\$1,497.81	16.79%
Miscellaneous	\$3,500.00	\$3,500.00	\$692.00	\$2,808.00	19.77%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$496.50	\$10,503.50	4.51%
Miscellaneous	\$12,784.00	\$12,784.00	\$10,315.74	\$2,468.26	80.69%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
Unrestricted	\$15,000.00	\$15,000.00	\$58.25	\$14,941.75	0.39%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$410.25	\$3,589.75	10.26%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$6,575.00	\$6,575.00	\$0.85	\$6,574.15	0.01%
TOTAL REVENUES	\$2,046,458.69	\$2,046,458.69	\$12,521.00	\$2,033,937.69	0.61%
PERSONNEL SERVICES					
Operational Salaries	\$964,446.00	\$964,446.00	\$73,305.56	-\$891,140.44	-92.40%
Employee Benefits	\$293,484.36	\$293,484.36	\$23,098.70	-\$270,385.66	-92.13%
Staff & Board Development	\$10,500.00	\$10,500.00	\$892.00	-\$9,608.00	-91.50%
CONTRACTUAL SERVICES	\$186,983.88	\$186,983.88	\$15,057.43	-\$171,926.45	-91.95%
BUILDING MAINTENANCE	\$46,404.69	\$46,404.69	\$5,133.41	-\$41,271.28	-88.94%
INSURANCE	\$23,087.56	\$23,087.56	\$22,679.80	-\$407.76	-1.77%
UTILITIES	\$14,193.12	\$14,193.12	\$479.83	-\$13,713.29	-96.62%
SUPPLIES	\$26,595.00	\$26,595.00	\$2,977.03	-\$23,617.97	-88.81%
CAPITAL EXPENSES	\$478,500.00	\$478,500.00	\$274.10	-\$478,225.90	-99.94%
MEDIA	\$179,278.95	\$179,278.95	\$16,262.40	-\$163,016.55	-90.93%
REIMBURSEMENTS	\$47,985.13	\$47,985.13	\$5,590.59	-\$42,394.54	-88.35%
SR PROJECTS	\$25,000.00	\$25,000.00	\$0.00	-\$25,000.00	-100.00%
TOTAL EXPENDITURES	\$2,296,458.69	\$2,296,458.69	\$165,750.85	-\$2,130,707.84	-92.78%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$250,000.00	-\$250,000.00	-\$153,229.85	-\$96,770.15	
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			-\$153,229.85		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$450,139.26		
			-\$734,050.69		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH THE MONTH OF JANUARY 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$746,139.40	\$56,832.46	\$56,177.70	\$689,961.70	92.47%
4312 HOURLY EMPLOYEES	\$213,106.60	\$16,473.10	\$16,473.10	\$196,633.50	92.27%
4313 ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$0.00	\$5,200.00	100.00%
TOTAL OPERATIONAL SALARIES	\$964,446.00	\$73,305.56	\$72,650.80	\$891,795.20	92.47%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$5,618.64	\$5,618.64	\$69,629.97	92.53%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$5,557.79	\$5,557.79	\$67,824.53	92.43%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$11,922.27	\$131,931.16	91.71%
4334 CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$293,484.36	\$23,098.70	\$23,098.70	\$270,385.66	92.13%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$462.00	\$462.00	\$1,738.00	79.00%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$0.00	\$800.00	100.00%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354 PROFESSIONAL STAFF	\$5,000.00	\$430.00	\$430.00	\$4,570.00	91.40%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$892.00	\$892.00	\$9,608.00	91.50%
GROUP TOTAL PERSONNEL SERVICES	\$1,268,430.36	\$97,296.26	\$96,641.50	\$1,171,788.86	92.38%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,171.50	\$0.00	\$0.00	\$7,171.50	100.00%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
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	\$365.00	\$4,349.50	92.26%
TOTAL PROFESSIONAL SERVICES	\$17,886.00	\$365.00	\$365.00	\$17,521.00	97.96%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$387.49	\$387.49	\$4,412.51	91.93%
4414 ALARM	\$3,226.00	\$0.00	\$0.00	\$3,226.00	100.00%
4416 MAINTENANCE	\$39,000.00	\$2,903.62	\$2,903.62	\$36,096.38	92.55%
4417 SWAN	\$30,238.74	\$7,494.90	\$7,494.90	\$22,743.84	75.21%
4418 TECHNOLOGY	\$38,010.00	\$1,473.98	\$1,473.98	\$36,536.02	96.12%
TOTAL OUTSIDE SERVICES	\$115,274.74	\$12,259.99	\$12,259.99	\$103,014.75	89.36%
PRINTING					
4424 NEWSLETTER PRINTING	\$18,823.14	\$0.00	\$0.00	\$18,823.14	100.00%
TOTAL PRINTING	\$18,823.14	\$0.00	\$0.00	\$18,823.14	100.00%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$1,280.14	\$1,280.14	\$8,719.86	87.20%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$1,152.30	\$1,152.30	\$11,847.70	91.14%
4454 GENERAL PROGRAMMING	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00%
TOTAL PROGRAMMING	\$32,000.00	\$2,432.44	\$2,432.44	\$29,567.56	92.40%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
GROUP TOTAL CONTRACTUAL SERVICES	\$186,983.88	\$15,057.43	\$15,057.43	\$171,926.45	91.95%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF JANUARY 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE						
REPAIRS & MAINTENANCE						
4431	PEST CONTROL	\$856.68	\$64.90	\$64.90	\$791.78	92.42%
4432	HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$0.00	\$12,600.00	100.00%
4434	BUILDING REPAIRS	\$9,000.00	\$769.00	\$769.00	\$8,231.00	91.46%
4436	LAWN MAINTENANCE	\$9,574.57	\$309.97	\$309.97	\$9,264.60	96.76%
4437	SNOW REMOVAL	\$6,554.96	\$3,358.00	\$3,358.00	\$3,196.96	48.77%
TOTAL REPAIRS & MAINTENANCE		\$38,586.21	\$4,501.87	\$4,501.87	\$34,084.34	88.33%
EQUIPMENT MAINTENANCE						
4531	COPIER	\$7,578.48	\$631.54	\$631.54	\$6,946.94	91.67%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE		\$7,818.48	\$631.54	\$631.54	\$7,186.94	91.92%
GROUP TOTAL BUILDING MAINTENANCE		\$46,404.69	\$5,133.41	\$5,133.41	\$41,271.28	88.94%
INSURANCE						
4441	BLDG. & CONTENTS/GLASS/LIMRICC	\$21,346.66	\$20,938.90	\$20,938.90	\$407.76	1.91%
4443	DISABILITY (WORKMEN'S COMP)	\$1,740.90	\$1,740.90	\$1,740.90	\$0.00	0.00%
GROUP TOTAL INSURANCE		\$23,087.56	\$22,679.80	\$22,679.80	\$407.76	1.77%
UTILITIES						
4472	WATER	\$2,750.00	\$176.66	\$176.66	\$2,573.34	93.58%
4473	GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474	TELEPHONE/FAX	\$2,625.00	\$303.17	\$303.17	\$2,321.83	88.45%
4475	INTERNET/LOCAL AREA NET	\$6,318.12	\$0.00	\$0.00	\$6,318.12	100.00%
GROUP TOTAL UTILITIES		\$14,193.12	\$479.83	\$479.83	\$13,713.29	96.62%
SUPPLIES						
OFFICE SUPPLIES						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$149.92	\$149.92	\$850.08	85.01%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$14.12	\$14.12	\$1,985.88	99.29%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$43.19	\$43.19	\$3,156.81	98.65%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$170.60	\$170.60	\$5,829.40	97.16%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$1,541.57	\$1,541.57	\$1,508.43	49.46%
4518	LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$89.61	\$89.61	\$1,110.39	92.53%
TOTAL OFFICE SUPPLIES		\$17,450.00	\$2,009.01	\$2,009.01	\$15,440.99	88.49%
JANITORIAL/CLEANING SUPPLIES						
4541	MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$862.92	\$862.92	\$3,587.08	80.61%
TOTAL JANITORIAL/CLEANINGSUPPLIES		\$4,450.00	\$862.92	\$862.92	\$3,587.08	80.61%
MAILING EXPENSES & FEES						
4551	POSTAGE & HANDLING	\$600.00	\$105.10	\$105.10	\$494.90	82.48%
4553	BULK FEES & PERMITS	\$4,095.00	\$0.00	\$0.00	\$4,095.00	100.00%
TOTAL OFFICE EXPENSE		\$4,695.00	\$105.10	\$105.10	\$4,589.90	97.76%
GROUP TOTAL SUPPLIES		\$26,595.00	\$2,977.03	\$2,977.03	\$23,617.97	88.81%
CAPITAL EXPENSES						
4631	SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$274.10	\$274.10	\$478,225.90	99.94%
GROUP TOTAL CAPITAL EXPENSES		\$478,500.00	\$274.10	\$274.10	\$478,225.90	99.94%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF JANUARY 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES						
4710A	DATABASES - Adult	\$27,000.00	\$5,591.79	\$5,591.79	\$21,408.21	79.29%
4710B	DATABASES - Youth	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%
4711	PERIODICALS	\$14,500.00	\$0.00	\$0.00	\$14,500.00	100.00%
4712	CONTINUATIONS	\$600.00	\$0.00	\$0.00	\$600.00	100.00%
4714	LARGE PRINT	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%
4715	BOOKS - Adult	\$32,300.00	\$0.00	\$0.00	\$32,300.00	100.00%
4716	BOOKS - Youth	\$33,000.00	\$0.00	\$0.00	\$33,000.00	100.00%
4717	VIDEOS - Adult	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00%
4718	VIDEOS - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$11,795.70	\$5,672.13	\$5,672.13	\$6,123.57	51.91%
4722	REALIA	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4724	GADGETS & GIZMOS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4725A	E-BOOKS - Adult	\$10,000.00	\$2,362.50	\$2,362.50	\$7,637.50	76.38%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$637.50	\$637.50	\$12,362.50	95.10%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4727	PRESS READER	\$7,733.25	\$1,998.48	\$1,998.48	\$5,734.77	74.16%
GROUP TOTAL MEDIA		\$179,278.95	\$16,262.40	\$16,262.40	\$163,016.55	90.93%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$18,184.83	\$1,229.37	\$251,084.11	-\$232,899.28	-1280.73%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$4,240.00	\$17,800.30	\$0.00	0.00%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$121.22	\$11,000.00	\$0.00	0.00%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
4906b	FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$47,985.13	\$5,590.59	\$280,884.41	-\$232,899.28	-485.36%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$0.00	\$46,411.49	-\$21,411.49	-85.65%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$25,000.00	\$0.00	\$46,411.49	-\$21,411.49	
TOTAL EXPENDITURES		\$2,296,458.69	\$165,750.85	\$486,801.40	\$1,809,657.29	78.80%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL JANUARY 2024

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
01/17/2024	Check	5580	12 Dec. Bank Reconciliations Invoice 202047812	4365 Accountant	\$ 365.00
Total for Adducci Vega Financial Group, LLC					\$ 365.00
Always Hungry Media					
01/05/2024	Check	5561	01.18.24 Pizza City, USA	4452 Public Services Programming	\$ 400.00
Total for Always Hungry Media					\$ 400.00
Anderson Pest Solutions					
01/17/2024	Check	5574	Invoice 56527710	4431 Pest Control	\$ 64.90
Total for Anderson Pest Solutions					\$ 64.90
A to Z Databases					
01/05/2024	Check	5565	Invoice 124711	4710a Databases (Adult)	\$ 1,005.00
Total for A to Z Databases					\$ 1,005.00
CIT					
01/17/2024	Check	5575	Invoice 43941097	4531 Copier	\$ 631.54
Total for CIT					\$ 631.54
City of Palos Hts. - Water Bill					
01/17/2024	Check	5576	Monthly bill	4472 Water	\$ 176.66
Total for City of Palos Hts. - Water Bill					\$ 176.66
Cosmopolitan Building Services					
01/17/2024	Check	5577	01 January Janitorial Services Invoice 6632	4416 Maintenance	\$ 2,722.50
Total for Cosmopolitan Building Services					\$ 2,722.50
Donivin, Truty					
01/17/2024	Check	5581	01.11.24 Dungeons and Dragons	4451 Youth & Teen Programming	\$ 300.00
01/17/2024	Check	5581	Supplies	4451 Youth & Teen Programming	\$ 15.00
Total for Donivin, Truty					\$ 315.00
DP Creativity LLC					
01/05/2024	Check	5563	01.20.24 Hawaii Fluid Art	4451 Youth & Teen Programming	\$ 500.00
Total for DP Creativity LLC					\$ 500.00
Everest Snow Management, Inc.					
01/05/2024	Check	5573	Invoice S164655 Payment 4 of 4	4437 Snow Removal	\$ 1,679.00
01/24/2024	Check	5586	Replacement ck for lost ck#5534 dated 12/8/23	4437 Snow Removal	\$ 1,679.00
Total for Everest Snow Management, Inc.					\$ 3,358.00
Folding Partition Services, Inc					
01/17/2024	Check	5578	Invoice 12704	4434 Building Repairs	\$ 550.00
Total for Folding Partition Services, Inc					\$ 550.00
IMRF					
01/31/2024	Expense	--	01 January 24	4331 IMRF III, Muni. Ret. Fund	\$ 5,618.64
01/31/2024	Expense	--	VIMRF	2055 Employee Paid Vol. IMRF	\$ 952.01
01/31/2024	Expense	--	4.50%	2054 PT -Employee Contribution IMRF	\$ 152.49
01/31/2024	Expense	--	4.50%	2053 FT -Employee Contribution IMRF	\$ 2,557.47
Total for IMRF					\$ 9,280.61
Jim's Appliance Service					
01/23/2024	Check	5584	Meeting Rm refrigerator relay replacement	4434 Building Repairs	\$ 219.00
Total for Jim's Appliance Service					\$ 219.00
Library Market					
01/05/2024	Check	5569	Invoice 3158 Library Calendar / Subscription	4721 Software	\$ 1,500.00
Total for Library Market					\$ 1,500.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL JANUARY 2024

Type	Date	Num	Memo	Account	Amount
LIMRiCC-Employees					
01/05/2024	Expense	ACH LIM	01 January	4333 Insurance	\$ 11,922.27
01/05/2024	Expense	ACH LIM	Employee Paid LIMRiCC	2050 Employee Paid LIMRiCC	\$ 654.76
01/05/2024	Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$ 1,079.37
Total for LIMRiCC-Employees					\$ 13,656.40
Libraries of Illinois Risk Agency					
01/05/2024	Check	5570	Certain Underwriters at Lloyd's	4441 Bldg & Contents/Glass/LIM	\$ 3,233.09
01/05/2024	Check	5570	Excess Property 3604-63-43 Chubb	4441 Bldg & Contents/Glass/LIM	\$ 4,244.36
01/05/2024	Check	5570	Boiler & Machinery 7643-40-40 Chubb	4441 Bldg & Contents/Glass/LIM	\$ 251.46
01/05/2024	Check	5570	Excess Liability Hudson Excess Ins.	4441 Bldg & Contents/Glass/LIM	\$ 1,903.97
01/05/2024	Check	5570	Volunteer Liability STARR INDEMNITY AND CASUALTY COMPANY	4441 Bldg & Contents/Glass/LIM	\$ 300.00
01/05/2024	Check	5570	Cyber Liability PALOMAR EXCESS AND SURPLUS INS CO	4441 Bldg & Contents/Glass/LIM	\$ 661.21
01/05/2024	Check	5570	Gallagher Crisis Protect CERTAIN UNDERWRITERS AT LLOYD'S	4441 Bldg & Contents/Glass/LIM	\$ 2,101.63
01/05/2024	Check	5570	ARTHUR J GALLAGHER RMS BROKERAGE SERVICE FEE	4441 Bldg & Contents/Glass/LIM	\$ 1,776.40
01/05/2024	Check	5570	GALLAGHER BASSETT CLAIMS ADMINISTRATION FEE	4441 Bldg & Contents/Glass/LIM	\$ 602.73
01/05/2024	Check	5570	GALLAGHER BASSETT SERVICES LOSS CONTROL SERVICES	4441 Bldg & Contents/Glass/LIM	\$ 1,000.00
01/05/2024	Check	5570	ILA SPONSORSHIP FEE	4441 Bldg & Contents/Glass/LIM	\$ 250.00
01/05/2024	Check	5570	LIRA OPERATIONS FEE	4441 Bldg & Contents/Glass/LIM	\$ 530.94
01/05/2024	Check	5570	LIRA LOSS FUND	4441 Bldg & Contents/Glass/LIM	\$ 4,083.11
Total for Libraries of Illinois Risk Agency					\$ 20,938.90
Mary Beth Sexton					
01/23/2024	Check	5585	Card Class Supplies	4452 Public Services Programming	\$ 161.00
Total for Mary Beth Sexton					\$ 161.00
Niche Academy					
01/05/2024	Check	5568	Invoice 9246 Annual Subscription	4710a Databases (Adult)	\$ 2,200.00
Total for Niche Academy					\$ 2,200.00
Old National - Mastercard					
01/30/2024	Expense	Credit Card Portal	ILA EN & MK ALA SL	4351 Membership Fees	\$ 462.00
01/30/2024	Expense	Credit Card Portal	CD Conf/HR One TF	4354 Professional Staff	\$ 430.00
01/30/2024	Expense	Credit Card Portal	Surface/iPad	4418 Technology	\$ 1,473.98
01/30/2024	Expense	Credit Card Portal	Jan Programs	4451 Youth & Teen Programming	\$ 316.10
01/30/2024	Expense	Credit Card Portal	Netflix	4451 Youth & Teen Programming	\$ 15.49
01/30/2024	Expense	Credit Card Portal	Sensory Play	4451 Youth & Teen Programming	\$ 111.28
01/30/2024	Expense	Credit Card Portal	1.18.24 Program	4452 Public Services Programming	\$ 341.30
01/30/2024	Expense	Credit Card Portal	Fi/Sip/Duo	4474 Telephone/FAX	\$ 234.93
01/30/2024	Expense	Credit Card Portal	PS Supplies	4511 Public Services - Supplies	\$ 136.95
01/30/2024	Expense	Credit Card Portal	Jan supplies	4512 Youth & Teen - Supplies	\$ 14.12
01/30/2024	Expense	Credit Card Portal	Jan supplies	4514 Business Office - Supplies	\$ 43.19
01/30/2024	Expense	Credit Card Portal	Jan supplies	4515 Technical Services - Supplies	\$ 170.60
01/30/2024	Expense	Credit Card Portal	Jan supplies/library bags	4516 Circulation - Supplies	\$ 1,541.57
01/30/2024	Expense	Credit Card Portal	Coffee/cups	4519 Hospitality - Supplies	\$ 89.61
01/30/2024	Expense	Credit Card Portal	Jan supplies	4541 Maintenance/Cleaning Supplies	\$ 703.82
01/30/2024	Expense	Credit Card Portal	Spotify	4451 Youth & Teen Programming	\$ 10.99
01/30/2024	Expense	Credit Card Portal	OCLC	4551 Postage & Handling	\$ 37.10
01/30/2024	Expense	Credit Card Portal	Postage stamps	4551 Postage & Handling	\$ 68.00
01/30/2024	Expense	Credit Card Portal	Suntimes	4721 Software	\$ 390.00
01/30/2024	Expense	Credit Card Portal	Adobe/zoom	4721 Software	\$ 169.99
01/30/2024	Expense	Credit Card Portal	Bluehost	4721 Software	\$ 359.64
01/30/2024	Expense	Credit Card Portal	Meescan	4721 Software	\$ 2,447.00
01/30/2024	Expense	Credit Card Portal	Fab Lab	4904 Reimb. - Friends Book Sales	\$ 121.22
01/30/2024	Expense	Credit Card Portal	JB Reimb Google Fi	4900 Miscellaneous - Reimbursements	\$ 150.00
Total for Old National - Mastercard					\$ 9,838.88



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL JANUARY 2024

Type	Date	Num	Memo	Account	Amount
Otis Elevator					
01/18/2024	Expense	OTIS Portal	Invoice 100401430729	4416 Maintenance	\$ 181.12
Total for Otis Elevator					\$ 181.12
OverDrive, Inc.					
01/05/2024	Check	5564	H-0101393 Maintenance Fee	4725A E-Books - Adult	\$ 450.00
01/05/2024	Check	5564	H-0101393 Holds Manager	4725A E-Books - Adult	\$ 1,275.00
01/05/2024	Check	5564	H-0101393 Future Content Purchases	4725A E-Books - Adult	\$ 637.50
01/05/2024	Check	5564	H-0101393 Future Content Purchases	4725B E-Audiobooks - Adult	\$ 637.50
Total for OverDrive, Inc.					\$ 3,000.00
Patricia Margaret Schlesinger					
01/05/2024	Check	5562	01.25.24 Colleen Moore's Fairy Castle	4452 Public Services Programming	\$ 250.00
Total for Patricia Margaret Schlesinger					\$ 250.00
Paylocity Payroll Net					
01/12/2024	Expense	EFT	--	4311 Salaried Employees	\$ 19,971.25
01/12/2024	Expense	EFT	--	4312 Hourly Employees	\$ 6,657.10
01/26/2024	Expense	EFT	--	4311 Salaried Employees	\$ 20,773.69
01/26/2024	Expense	EFT	--	4312 Hourly Employees	\$ 7,221.75
01/26/2024	Expense	EFT	MK Target Book boxes	4451 Youth & Teen Programming	\$ 11.28
01/26/2024	Expense	EFT	MM Jewel Plates / Napkins	4511 Public Services - Supplies	\$ 12.97
Total for Paylocity Payroll Net					\$ 54,648.04
Paylocity Payroll Billing					
01/12/2024	Expense	--	--	4412 Payroll Services	\$ 111.26
01/26/2024	Expense	EFT	--	4412 Payroll Services	\$ 276.23
Total for Paylocity Payroll Billing					\$ 387.49
Paylocity Payroll Taxes					
01/12/2024	Expense	EFT	--	4311 Salaried Employees	\$ 5,824.25
01/12/2024	Expense	EFT	--	4332 FICA Social Security	\$ 2,711.25
01/12/2024	Expense	EFT	--	4312 Hourly Employees	\$ 1,175.17
01/26/2024	Expense	EFT	--	4311 Salaried Employees	\$ 6,099.03
01/26/2024	Expense	EFT	--	4332 FICA Social Security	\$ 2,846.54
01/26/2024	Expense	EFT	--	4312 Hourly Employees	\$ 1,266.59
Total for Paylocity Payroll Taxes					\$ 19,922.83
Peerless Network, Inc					
01/17/2024	Check	5579	Invoice 42104	4474 Telephone/FAX	\$ 68.24
Total for Peerless Network, Inc					\$ 68.24
ProQuest					
01/05/2024	Check	5567	Invoice 70803044 Ancestry Library	4710a Databases (Adult)	\$ 2,386.79
Total for ProQuest					\$ 2,386.79
RAILS					
01/05/2024	Check	5566	Invoice 11892 Press Reader	4727 Press Reader	\$ 1,998.48
Total for RAILS					\$ 1,998.48
Risk Program Administrators					
01/05/2024	Check	5571	Invoice 4951265 Work Comp	4443 Worker's Comp	\$ 1,560.90
01/05/2024	Check	5571	Invoice 4951265 Expense Constant	4443 Worker's Comp	\$ 160.00
01/05/2024	Check	5571	Invoice 4951265 State Assessment	4443 Worker's Comp	\$ 20.00
01/05/2024	Check	5571	Invoice 4951265 Work Comp	4631 Special Reserves Replenishment	\$ 274.10
Total for Risk Program Administrators					\$ 2,015.00
Roy Erikson Outdoor Maintenance					
01/26/2024	Check	5587	Pollinator Garden clean up	4436 Lawn Maintenance	\$ 300.00
01/26/2024	Check	5587	Temporary energy adjustment	4436 Lawn Maintenance	\$ 9.97
Total for Roy Erikson Outdoor Maintenance					\$ 309.97



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
JANUARY 2024

Type	Date	Num	Memo	Account	Amount
SWAN					
01/17/2024	Expense	ACH SWAN	Fees 01.1.24 to 03.31.24	4417 SWAN/OCLC	\$ 7,281.00
01/29/2024	Expense	ACH SWAN	Reciprocal Borrowing ILL	4417 SWAN/OCLC	\$ 213.90
Total for SWAN					\$ 7,494.90
Truty, Marcin					
01/17/2024	Expense	ACH MT	12 December 23	4902 Grants	\$ 4,240.00
Total for Truty, Marcin					\$ 4,240.00
Warehouse Direct					
01/05/2024	Check	5572	Large Liners (2)	4541 Maintenance/Cleaning Supplies	\$ 93.88
01/05/2024	Check	5572	Sm Liners (1)	4541 Maintenance/Cleaning Supplies	\$ 31.28
01/05/2024	Check	5572	Liquid Soap (2)	4541 Maintenance/Cleaning Supplies	\$ 43.95
01/05/2024	Check	5572	Facial Tissue (48)	4541 Maintenance/Cleaning Supplies	\$ 107.00
01/05/2024	Check	5572	Credit	4541 Maintenance/Cleaning Supplies	-\$ 117.01
Total for Warehouse Direct					\$ 159.10
Zoobean					
01/17/2024	Check	5582	Beanstack Plus 4.1.24 to 4.9.25 (3yr price)	4721 Software	\$ 805.50
Total for Zoobean					\$ 805.50
TOTAL CHECKS FOR BOARD APPROVAL					\$165,750.85



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION JANUARY 31, 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	\$18,955.06	\$652,097.57	\$1,069.17	\$200.00	\$572.09	\$2,552.14	\$675,446.03
WITHDRAWALS	(\$165,750.85)						(\$165,750.85)
TRANSFERS	\$75,000.00	(\$75,000.00)					\$0.00
	\$50,000.00	(\$50,000.00)					
	\$10,000.00	(\$10,000.00)					
	\$10,000.00	(\$10,000.00)					
DEPOSITS	\$7,841.00						\$12,520.15
	\$1,073.37						
	\$878.09						
	\$323.35						
	\$346.95						
	\$316.00						
	\$1,085.37						
	\$656.02						
ADJUSTMENTS	\$1,679.00						\$1,679.00
INTEREST EARNED	\$0.85	\$590.50	\$4.94	N/A	N/A	\$2.70	\$598.99
ENDING BALANCE	\$12,404.21	\$507,688.07	\$1,074.11	\$200.00	\$572.09	\$2,554.84	\$524,493.32
TOTALS	\$521,366.39 GENERAL FUND				\$3,126.93 SPECIAL RESERVES FUND		\$524,493.32 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.260%	5.392%	N/A	N/A	1.260%	

TOTAL FUND BALANCE MONTH ENDING: JANUARY 31, 2024

\$524,493.32

Check #5534 Everest Snow \$1,679 dated 12/1/23 lost in mail cut new check #5586 dated 1/24/24