



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
March 21, 2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	FEBRUARY	\$140,161.86	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:	2/29/2024	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: FEBRUARY 2024

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$259,221.94		\$259,221.94
CORPORATE REPLACEMENT TAX	\$24,912.99		\$24,912.99
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$248.80		\$248.80
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$0.00		\$0.00
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$3,611.00		\$3,611.00
» Miscellaneous	\$223.98		\$223.98
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$109.06		\$109.06
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$234.20		\$234.20
GRANTS	\$0.00		\$0.00
INTEREST	\$506.71	\$2.53	\$509.24
TOTAL REVENUES	\$289,068.68	\$2.53	\$289,071.21
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$74,374.83		\$74,374.83
» Employee Benefits	\$23,242.73		\$23,242.73
» Staff & Board Development	\$216.84		\$216.84
CONTRACTUAL SERVICES	\$6,944.16		\$6,944.16
BUILDING MAINTENANCE	\$1,884.71		\$1,884.71
INSURANCE	\$0.00		\$0.00
UTILITIES	\$321.11		\$321.11
SUPPLIES	\$3,013.66		\$3,013.66
CAPITAL EXPENSES	\$7,698.39		\$7,698.39
MEDIA	\$16,505.92		\$16,505.92
REIMBURSEMENTS	\$4,839.37		\$4,839.37
SR PROJECTS	\$1,120.14		\$1,120.14
TOTAL EXPENDITURES	\$140,161.86	\$0.00	\$140,161.86
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	\$148,906.82	\$2.53	\$148,909.35
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	\$148,906.82	\$2.53	\$148,909.35
FUND BALANCES, BEGINNING OF MONTH	\$521,366.39	\$3,126.93	\$524,493.32
END OF MONTH	\$670,273.21	\$3,129.46	\$673,402.67



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: FEBRUARY 2024

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$259,221.94	\$1,666,277.45	13.46%
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	\$298.72	\$2,201.28	11.95%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$302.19	\$1,497.81	16.79%
Miscellaneous	\$3,500.00	\$3,500.00	\$887.30	\$2,612.70	25.35%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$4,107.50	\$6,892.50	37.34%
Miscellaneous	\$12,784.00	\$12,784.00	\$10,539.72	\$2,244.28	82.44%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
Unrestricted	\$15,000.00	\$15,000.00	\$167.31	\$14,832.69	1.12%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$644.45	\$3,355.55	16.11%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$6,575.00	\$6,575.00	\$1,103.00	\$5,472.00	16.78%
TOTAL REVENUES	\$2,046,458.69	\$2,046,458.69	\$302,185.12	\$1,744,273.57	14.77%
PERSONNEL SERVICES					
Operational Salaries	\$964,446.00	\$964,446.00	\$147,680.39	-\$816,765.61	-84.69%
Employee Benefits	\$293,484.36	\$293,484.36	\$46,341.43	-\$247,142.93	-84.21%
Staff & Board Development	\$10,500.00	\$10,500.00	\$1,108.84	-\$9,391.16	-89.44%
CONTRACTUAL SERVICES	\$186,983.88	\$186,983.88	\$22,001.59	-\$164,982.29	-88.23%
BUILDING MAINTENANCE	\$46,404.69	\$46,404.69	\$7,018.12	-\$39,386.57	-84.88%
INSURANCE	\$23,087.56	\$23,087.56	\$22,679.80	-\$407.76	-1.77%
UTILITIES	\$14,193.12	\$14,193.12	\$800.94	-\$13,392.18	-94.36%
SUPPLIES	\$26,595.00	\$26,595.00	\$5,990.69	-\$20,604.31	-77.47%
CAPITAL EXPENSES	\$478,500.00	\$478,500.00	\$7,972.49	-\$470,527.51	-98.33%
MEDIA	\$179,278.95	\$179,278.95	\$32,768.32	-\$146,510.63	-81.72%
REIMBURSEMENTS	\$47,985.13	\$47,985.13	\$10,429.96	-\$37,555.17	-78.26%
SR PROJECTS	\$25,000.00	\$25,000.00	\$1,120.14	-\$23,879.86	-95.52%
TOTAL EXPENDITURES	\$2,296,458.69	\$2,296,458.69	\$305,912.71	-\$1,990,545.98	-86.68%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$250,000.00	-\$250,000.00	-\$3,727.59	-\$246,272.41	
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			-\$3,727.59		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$599,641.52		
			-\$734,050.69		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: FEBRUARY 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES						
OPERATIONAL SALARIES						
4311	SALARIED EMPLOYEES	\$746,139.40	\$57,281.82	\$114,114.28	\$632,025.12	84.71%
4312	HOURLY EMPLOYEES	\$213,106.60	\$17,093.01	\$33,566.11	\$179,540.49	84.25%
4313	ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$0.00	\$5,200.00	100.00%
TOTAL OPERATIONAL SALARIES		\$964,446.00	\$74,374.83	\$147,680.39	\$816,765.61	84.69%
EMPLOYEE BENEFITS						
4331	ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$5,680.88	\$11,299.52	\$63,949.09	84.98%
4332	SOCIAL SECURITY - FICA	\$73,382.32	\$5,639.58	\$11,197.37	\$62,184.95	84.74%
4333	INSURANCE	\$143,853.43	\$11,922.27	\$23,844.54	\$120,008.89	83.42%
4334	CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS		\$293,484.36	\$23,242.73	\$46,341.43	\$247,142.93	84.21%
STAFF & BOARD DEVELOPMENT						
4351	MEMBERSHIP FEES	\$2,200.00	\$0.00	\$462.00	\$1,738.00	79.00%
4352	BOARD DEVELOPMENT	\$800.00	\$150.00	\$150.00	\$650.00	81.25%
4353	ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354	PROFESSIONAL STAFF	\$5,000.00	\$0.00	\$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	\$66.84	\$66.84	\$933.16	93.32%
TOTAL STAFF & BOARD DEVELOPMENT		\$10,500.00	\$216.84	\$1,108.84	\$9,391.16	89.44%
GROUP TOTAL PERSONNEL SERVICES		\$1,268,430.36	\$97,834.40	\$195,130.66	\$1,073,299.70	84.62%
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	\$225.00	\$225.00	\$1,775.00	88.75%
4363	CONSULTANT FEES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4364	APPRAISAL	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4365	ACCOUNTANT	\$4,714.50	\$365.00	\$730.00	\$3,984.50	84.52%
TOTAL PROFESSIONAL SERVICES		\$17,886.00	\$590.00	\$955.00	\$16,931.00	94.66%
OUTSIDE SERVICES						
4412	PAYROLL SERVICES	\$4,800.00	\$633.49	\$1,020.98	\$3,779.02	78.73%
4414	ALARM	\$3,226.00	\$496.37	\$496.37	\$2,729.63	84.61%
4416	MAINTENANCE	\$39,000.00	\$2,903.62	\$5,807.24	\$33,192.76	85.11%
4417	SWAN	\$30,238.74	\$0.00	\$7,494.90	\$22,743.84	75.21%
4418	TECHNOLOGY	\$38,010.00	\$488.99	\$1,962.97	\$36,047.03	94.84%
TOTAL OUTSIDE SERVICES		\$115,274.74	\$4,522.47	\$16,782.46	\$98,492.28	85.44%
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	\$0.00	\$1,280.14	\$8,719.86	87.20%
4452	PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$1,360.00	\$2,512.30	\$10,487.70	80.67%
4454	GENERAL PROGRAMMING	\$9,000.00	\$432.50	\$432.50	\$8,567.50	95.19%
TOTAL PROGRAMMING		\$32,000.00	\$1,792.50	\$4,224.94	\$27,775.06	86.80%
PUBLIC RELATIONS						
4461	Public Relations	\$3,000.00	\$39.19	\$39.19	\$2,960.81	98.69%
TOTAL PUBLIC RELATIONS		\$3,000.00	\$39.19	\$39.19	\$2,960.81	98.69%
GROUP TOTAL CONTRACTUAL SERVICES		\$186,983.88	\$6,944.16	\$22,001.59	\$164,982.29	88.23%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: FEBRUARY 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$64.90	\$129.80	\$726.88	84.85%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$0.00	\$12,600.00	100.00%
4434 BUILDING REPAIRS	\$9,000.00	\$1,188.27	\$1,957.27	\$7,042.73	78.25%
4436 LAWN MAINTENANCE	\$9,574.57	\$0.00	\$309.97	\$9,264.60	96.76%
4437 SNOW REMOVAL	\$6,554.96	\$0.00	\$3,358.00	\$3,196.96	48.77%
TOTAL REPAIRS & MAINTENANCE	\$38,586.21	\$1,253.17	\$5,755.04	\$32,831.17	85.09%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$631.54	\$1,263.08	\$6,315.40	83.33%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$7,818.48	\$631.54	\$1,263.08	\$6,555.40	83.84%
GROUP TOTAL BUILDING MAINTENANCE	\$46,404.69	\$1,884.71	\$7,018.12	\$39,386.57	84.88%
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	\$219.92	\$396.58	\$2,353.42	85.58%
4473 GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474 TELEPHONE/FAX	\$2,625.00	\$101.19	\$404.36	\$2,220.64	84.60%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$0.00	\$0.00	\$6,318.12	100.00%
GROUP TOTAL UTILITIES	\$14,193.12	\$321.11	\$800.94	\$13,392.18	94.36%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$0.00	\$149.92	\$850.08	85.01%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$173.24	\$187.36	\$1,812.64	90.63%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$0.00	\$43.19	\$3,156.81	98.65%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$1,912.24	\$2,082.84	\$3,917.16	65.29%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$0.00	\$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	\$0.00	\$89.61	\$1,110.39	92.53%
TOTAL OFFICE SUPPLIES	\$17,450.00	\$2,085.48	\$4,094.49	\$13,355.51	76.54%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$123.56	\$986.48	\$3,463.52	77.83%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$123.56	\$986.48	\$3,463.52	77.83%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$600.00	\$4.62	\$109.72	\$490.28	81.71%
4553 BULK FEES & PERMITS	\$4,095.00	\$800.00	\$800.00	\$3,295.00	80.46%
TOTAL OFFICE EXPENSE	\$4,695.00	\$804.62	\$909.72	\$3,785.28	80.62%
GROUP TOTAL SUPPLIES	\$26,595.00	\$3,013.66	\$5,990.69	\$20,604.31	77.47%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$7,698.39	\$7,972.49	\$470,527.51	98.33%
GROUP TOTAL CAPITAL EXPENSES	\$478,500.00	\$7,698.39	\$7,972.49	\$470,527.51	98.33%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: FEBRUARY 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
4710A	DATABASES - Adult	\$27,000.00	\$1,688.50	\$7,280.29	\$19,719.71	73.04%
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	\$23.39	\$23.39	\$576.61	96.10%
4714	LARGE PRINT	\$5,500.00	\$179.49	\$179.49	\$5,320.51	96.74%
4715	BOOKS - Adult	\$32,300.00	\$3,702.21	\$3,702.21	\$28,597.79	88.54%
4716	BOOKS - Youth	\$33,000.00	\$5,842.19	\$5,842.19	\$27,157.81	82.30%
4717	VIDEOS - Adult	\$4,500.00	\$394.35	\$394.35	\$4,105.65	91.24%
4718	VIDEOS - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$129.97	\$129.97	\$1,870.03	93.50%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$11,795.70	\$0.00	\$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	\$1,532.74	\$3,895.24	\$6,104.76	61.05%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,506.54	\$2,144.04	\$10,855.96	83.51%
4726	EBOOKS - Youth	\$3,500.00	\$1,506.54	\$1,506.54	\$1,993.46	56.96%
4727	PRESS READER	\$7,733.25	\$0.00	\$1,998.48	\$5,734.77	74.16%
GROUP TOTAL MEDIA		\$179,278.95	\$16,505.92	\$32,768.32	\$146,510.63	81.72%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$18,184.83	\$1,079.37	\$2,308.74	\$15,876.09	87.30%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$3,760.00	\$8,000.00	\$9,800.30	55.06%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$0.00	\$121.22	\$10,878.78	98.90%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4906b	FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$47,985.13	\$4,839.37	\$10,429.96	\$37,555.17	78.26%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$1,120.14	\$1,120.14	\$23,879.86	95.52%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$25,000.00	\$1,120.14	\$1,120.14	\$23,879.86	
TOTAL EXPENDITURES		\$2,296,458.69	\$140,161.86	\$305,912.71	\$1,990,545.98	86.68%



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
02/15/2024	Check	5610	01 Jan. Bank Reconciliations	4365 Accountant	\$ 365.00
Total for Adducci Vega Financial Group, LLC					\$ 365.00
Anderson Pest Solutions					
02/12/2024	Check	5609	Invoice 57537284	4431 Pest Control	\$ 64.90
Total for Anderson Pest Solutions					\$ 64.90
Baker & Taylor C205293 Continuations					
02/06/2024	Expense	BT Portal	01 Jan Continuations	4712 Continuations	\$ 23.39
Total for Baker & Taylor C205293 Continuations					\$ 23.39
Baker & Taylor L4361272 Large Print					
02/06/2024	Expense	BT Portal	01 Jan Large Print	4714 Large Print Books	\$ 123.51
02/06/2024	Expense	BT Portal	01 Jan pre process fee	4515 Technical Services - Supplies	\$ 0.99
Total for Baker & Taylor L4361272 Large Print					\$ 124.50
Baker & Taylor L5040682 Adult Books					
02/06/2024	Expense	BT Portal	01 Jan Adult	4515 Technical Services - Supplies	\$ 3,702.21
02/06/2024	Expense	BT Portal	01 Jan pre processing fee	4515 Technical Services - Supplies	\$ 145.53
02/06/2024	Expense	BT Portal	TS360 renewal	4710a Databases (Adult)	\$ 1,688.50
Total for Baker & Taylor L5040682 Adult Books					\$ 5,536.24
Baker & Taylor L5346512 Youth Books					
02/06/2024	Expense	BT Portal	01 Jan YTS	4716 Books - Youth	\$ 5,768.05
02/06/2024	Expense	BT Portal	01 Jan pre processing fee	4515 Technical Services - Supplies	\$ 319.77
Total for Baker & Taylor L5346512 Youth Books					\$ 6,087.82
Barrett, Barbara J.					
02/05/2024	Check	5592	2.29.24 Amazing Castles	4452 Public Services Programming	\$ 175.00
Total for Barrett, Barbara J.					\$ 175.00
CENGAGE/Gale Learning					
02/06/2024	Check	5600	01 Jan Large Print	4714 Large Print Books	\$ 55.98
Total for CENGAGE/Gale Learning					\$ 55.98
CIT					
02/12/2024	Check	5608	Invoice 44142256	4531 Copier	\$ 631.54
Total for CIT					\$ 631.54
City of Palos Hts. - Water Bill					
02/19/2024	Check	5617	Monthly bill	4472 Water	\$ 219.92
Total for City of Palos Hts. - Water Bill					\$ 219.92
C.J. Erickson Plumbing Co.					
02/16/2024	Check	5616	1st fl mens toilet leak	4434 Building Repairs	\$ 429.35
Total for C.J. Erickson Plumbing Co.					\$ 429.35
Clarence Goodman					
02/05/2024	Check	5591	2.20.24 Emancipation to Inauguration	4452 Public Services Programming	\$ 335.00
Total for Clarence Goodman					\$ 335.00
ComEd					
02/06/2024	Check	5605	Billing through 12.29.23	4631 Special Reserves Replenishment	\$ 7,698.39
Total for ComEd					\$ 7,698.39
Cosmopolitan Building Services					
02/06/2024	Check	5607	02 February Janitorial Services Invoice 6633	4416 Maintenance	\$ 2,722.50
Total for Cosmopolitan Building Services					\$ 2,722.50
Demco					
02/06/2024	Check	5601	Invoice 7419504- Supplies	4515 Technical Services - Supplies	\$ 903.54
Total for Demco					\$ 903.54



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Dynamic Business Technology					
	02/05/2024	Check 5598	Invoice 92373 Tech copier repair	4434 Building Repairs	\$ 624.95
Total for Dynamic Business Technology					\$ 624.95
Illinois Library Association					
	02/15/2024	Check 5614	Invoice 278392 S. Snow	4352 Board Development	\$ 75.00
	02/15/2024	Check 5615	Invoice 278177 G. Burek	4352 Board Development	\$ 75.00
Total for Illinois Library Association					\$ 150.00
IMRF					
	02/21/2024	Expense --	02 February	4331 IMRF III. Muni. Ret. Fund	\$ 5,680.88
	02/21/2024	Expense --	VIMRF	2055 Employee Paid Vol. IMRF	\$ 958.68
	02/21/2024	Expense --	4.5%	2054 PT -Employee Contribution IMRF	\$ 162.28
	02/21/2024	Expense --	4.5%	2053 FT -Employee Contribution IMRF	\$ 2,577.70
Total for IMRF					\$ 9,379.54
Ingram					
	02/06/2024	Check 5602	01 Jan Orders	4716 Books - Youth	\$ 74.14
	02/06/2024	Check 5602	01 Jan pre processing fee	4515 Technical Services - Supplies	\$ 3.96
Total for Ingram					\$ 78.10
John LeGear					
	02/05/2024	Check 5589	2.13.24 Movie Music Romance II	4452 Public Services Programming	\$ 175.00
Total for John LeGear					\$ 175.00
JR Media Group, LLC					
	02/05/2024	Check 5590	2.25.24 Grandma goes to Antarctica	4452 Public Services Programming	\$ 300.00
Total for JR Media Group, LLC					\$ 300.00
Klein, Thorpe And Jenkins					
	02/05/2024	Check 5593	Legal services through 12.31.23	4362 Legal Fees	\$ 225.00
Total for Klein, Thorpe And Jenkins					\$ 225.00
LIMRiCC-Employees					
	02/08/2024	Expense ACH LIM	02 February	4333 Insurance	\$ 11,922.27
	02/08/2024	Expense ACH LIM	Employee Benefits	2050 Employee Paid Benefits	\$ 654.76
	02/08/2024	Expense ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$ 1,079.37
Total for LIMRiCC-Employees					\$ 13,656.40
Midwest Tape					
	02/06/2024	Check 5599	Pre processing fee	4515 Technical Services - Supplies	\$ 4.68
	02/06/2024	Check 5599	01 Jan Orders	4717 Videos - Adult	\$ 26.99
	02/06/2024	Check 5606	Pre processing fee	4515 Technical Services - Supplies	\$ 42.78
	02/06/2024	Check 5606	01 Jan Audiobooks	4719 Audiobooks - Adult	\$ 129.97
	02/06/2024	Check 5606	01 Jan Videos	4717 Videos - Adult	\$ 367.36
Total for Midwest Tape					\$ 571.78
Old National Bank - Visa					
	02/08/2024	Expense ON Portal	VCR replacement for Tech	4418 Technology	\$ 143.99
	02/08/2024	Expense ON Portal	Facebook boost book sale post	4461 Public Relations	\$ 10.00
	02/08/2024	Expense ON Portal	SIP	4474 Telephone/FAX	\$ 30.00
	02/08/2024	Expense ON Portal	OCLC postage	4551 Postage & Handling	\$ 4.62
	02/08/2024	Expense ON Portal	Jan supplies - partial order	4512 Youth & Teen - Supplies	\$ 173.24
Total for Old National Bank - Visa					\$ 361.85
Otis Elevator					
	02/14/2024	Expense Otis Portal	Invoice 100401460749	4416 Maintenance	\$ 181.12
Total for Otis Elevator					\$ 181.12
OverDrive, Inc.					
	02/05/2024	Check 5595	01658CO2402975	4725A E-Books - Adult	\$ 1,532.74
	02/05/2024	Check 5596	01658CO2409589	4725B E-Audiobooks - Adult	\$ 1,506.54
	02/15/2024	Check 5611	01658O24041451	4726 E-Books - Youth	\$ 1,506.54
Total for OverDrive, Inc.					\$ 4,545.82



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Pay Pal					
2/6/2024	Expense	EFT	Year in reveiw flyer desgin	4461 Public Relations	\$ 29.19
2/9/2024	Expense	EFT	Dell computer	7001 Special Reserves	\$ 161.47
2/12/2024	Expense	EFT	Dell computer	7001 Special Reserves	\$ 148.74
2/12/2024	Expense	EFT	Dell computer	7001 Special Reserves	\$ 809.93
Total for Pay Pal					\$ 1,149.33
Paylocity Payroll Billing					
02/09/2024	Expense	EFT	--	4412 Payroll Services	\$ 111.26
02/23/2024	Expense	EFT	--	4412 Payroll Services	\$ 276.23
02/23/2024	Expense	EFT	W2/1099	4412 Payroll Services	\$ 246.00
Total for Paylocity Payroll Billing					\$ 633.49
Paylocity Payroll Net					
02/09/2024	Expense	EFT	--	4311 Salaried Employees	\$ 20,138.39
02/09/2024	Expense	EFT	--	4312 Hourly Employees	\$ 6,927.04
02/09/2024	Expense	EFT	TR Laconi mileage	4451 Youth & Teen Programming	\$ 50.92
02/09/2024	Expense	EFT	BS Jan Homebound deliveries	4356 Mileage Reimbursement	\$ 15.92
02/23/2024	Expense	EFT	--	4311 Salaried Employees	\$ 20,623.69
02/23/2024	Expense	EFT	--	4312 Hourly Employees	\$ 7,429.54
Total for Paylocity Payroll Net					\$ 55,185.50
Paylocity Payroll Taxes					
02/09/2024	Expense	EFT	--	4311 Salaried Employees	\$ 6,079.57
02/09/2024	Expense	EFT	--	4332 FICA Social Security	\$ 2,772.73
02/09/2024	Expense	EFT	--	4312 Hourly Employees	\$ 1,251.22
02/23/2024	Expense	EFT	--	4311 Salaried Employees	\$ 6,249.03
02/23/2024	Expense	EFT	--	4332 FICA Social Security	\$ 2,866.85
02/23/2024	Expense	EFT	--	4312 Hourly Employees	\$ 1,322.93
Total for Paylocity Payroll Taxes					\$ 20,542.33
Peerless Network, Inc					
02/15/2024	Check	5612	Invoice 44373	4474 Telephone/FAX	\$ 71.19
Total for Peerless Network, Inc					\$ 71.19
Quality Alarm System, Inc.					
02/15/2024	Check	5613	Invoice 149781 Fire Alarm Inspection	4414 Alarm	\$ 246.00
02/15/2024	Check	5613	18amp Fire alarm batteries (2)	4414 Alarm	\$ 120.37
02/15/2024	Check	5613	7 Amp Alarm batteries (3)	4414 Alarm	\$ 130.00
Total for Quality Alarm System, Inc.					\$ 496.37
Reflect Window & Door					
2/1/2024	EFT	EFT	Weatherstripping outside front door	4434 Building Repairs	\$ 133.97
Total for Reflect Window & Door					\$ 133.97
Showcases					
02/06/2024	Check	5604	01 Jan Supplies	4515 Technical Services - Supplies	\$ 180.34
Total for Showcases					\$ 180.34
Team One Repair					
02/05/2024	Check	5597	Invoice 1510461 Holds printer Circ.	4418 Technology	\$ 345.00
Total for Team One Repair					\$ 345.00
The Library Store					
02/06/2024	Check	5603	Invoice 669306 Supplies	4515 Technical Services - Supplies	\$ 310.65
Total for The Library Store					\$ 310.65
Truty, Marcin					
02/05/2024	Expense	ACH MT	01 January 24	4902 Grants	\$ 3,760.00
Total for Truty, Marcin					\$ 3,760.00
U.S. Post Office					
02/16/2024	Check	23046	Newsletter postage	4551 Postage & Handling	\$ 800.00
Total for U.S. Post Office					\$ 800.00



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Warehouse Direct					
	2/23/2024	Check	5618 Large Liners / Toilet Tissue	4541 Maintenance/Cleaning Supplies	\$ 123.56
Total for Warehouse Direct					\$ 123.56
Wood, Kevin J.					
	02/05/2024	Check	5588 2.8.24 The Political Lincoln	4452 Public Services Programming	\$ 375.00
Total for Wood, Kevin J.					\$ 375.00
Zoos Are Us, Inc.					
	02/05/2024	Check	5594 Summer Reading kick off 6.1.24 Deposit 50%	4454 General Programming	\$ 432.50
Total for Zoos Are Us, Inc.					\$ 432.50
TOTAL CHECKS FOR BOARD APPROVAL					\$140,161.86



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MONTH ENDING: FEBRUARY 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	\$12,404.21	\$507,688.07	\$1,074.11	\$200.00	\$572.09	\$2,554.84	\$524,493.32
WITHDRAWALS	(\$140,161.86)						(\$140,161.86)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$10,000.00	(\$10,000.00)					
	\$50,000.00	(\$50,000.00)					
DEPOSITS	\$24,912.99	\$68,443.62					\$288,561.97
	\$2,362.50	\$31,374.20					
	\$997.16	\$128,769.67					
	\$323.50	\$30,634.45					
	\$320.60						
	\$150.00						
	\$149.30						
	\$73.98						
	50.00						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.49	\$501.58	\$4.64	N/A	N/A	\$2.53	\$509.24
ENDING BALANCE	\$21,582.87	\$647,411.59	\$1,078.75	\$200.00	\$572.09	\$2,557.37	\$673,402.67
TOTALS	\$670,273.21 GENERAL FUND				\$3,129.46 SPECIAL RESERVES FUND		\$673,402.67 TOTAL FUND BALANCE
INTEREST RATES	0.02%			N/A	N/A		

TOTAL FUND BALANCE MONTH ENDING: FEBRUARY 29, 2024
\$673,402.67