



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: SEPTEMBER 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	\$94.20		\$94.20
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$141.01		\$141.01
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$480.25		\$480.25
» Miscellaneous	\$1,079.37		\$1,079.37
DONATIONS/GIFTS			\$0.00
» Restricted	\$25.00		\$25.00
» Annual Fundraising	\$10.24		\$10.24
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$566.69		\$566.69
GRANTS	\$0.00		\$0.00
INTEREST	\$5,194.02	\$2.53	\$5,196.55
TOTAL REVENUES	\$7,590.78	\$2.53	\$7,593.31
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$73,108.73		\$73,108.73
» Employee Benefits	\$23,140.84		\$23,140.84
» Staff & Board Development	\$854.64		\$854.64
CONTRACTUAL SERVICES	\$19,137.57		\$19,137.57
BUILDING MAINTENANCE	\$2,992.78		\$2,992.78
INSURANCE	\$0.00		\$0.00
UTILITIES	\$1,127.03		\$1,127.03
SUPPLIES	\$1,117.19		\$1,117.19
CAPITAL EXPENSES	\$3,700.30		\$3,700.30
MEDIA	\$6,051.90		\$6,051.90
REIMBURSEMENTS	\$1,338.96		\$1,338.96
SR PROJECTS	\$2,582.16		\$2,582.16
TOTAL EXPENDITURES	\$135,152.10	\$0.00	\$135,152.10
REVENUES OVER EXPENDITURES			
EXCESS (DEFICIENCY)	-\$127,561.32	\$2.53	-\$127,558.79
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$119.50		\$119.50
**Adjustments: Check #5648 Lost reissued Check #5681			
TOTAL OTHER FINANCING SOURCES	\$119.50	\$0.00	\$119.50
NET CHANGE IN FUND BALANCES	-\$127,441.82	\$2.53	-\$127,439.29
FUND BALANCES, BEGINNING OF MONTH	\$1,433,150.46	\$3,145.57	\$1,436,296.03
END OF MONTH	\$1,305,708.64	\$3,148.10	\$1,308,856.74



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: SEPTEMBER 2024

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$1,893,961.31	\$31,538.08	98.36%
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	\$1,784.03	\$715.97	71.36%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$906.57	\$893.43	50.37%
Miscellaneous	\$3,500.00	\$3,500.00	\$2,830.29	\$669.71	80.87%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$11,952.11	-\$952.11	108.66%
Miscellaneous	\$12,784.00	\$12,784.00	\$18,760.98	-\$5,976.98	146.75%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$705.00	\$295.00	70.50%
Unrestricted	\$15,000.00	\$15,000.00	\$1,808.02	\$13,191.98	12.05%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$5,008.97	-\$1,008.97	125.22%
GRANTS	\$17,800.30	\$17,800.30	\$17,920.98	-\$120.68	100.68%
INTEREST	\$6,575.00	\$6,575.00	\$16,087.69	-\$9,512.69	244.68%
TOTAL REVENUES	\$2,046,458.69	\$2,046,458.69	\$1,996,638.94	\$49,819.75	97.57%
PERSONNEL SERVICES					
Operational Salaries	\$964,446.00	\$964,446.00	\$700,718.19	-\$263,727.81	-27.35%
Employee Benefits	\$293,484.36	\$293,484.36	\$214,157.75	-\$79,326.61	-27.03%
Staff & Board Development	\$10,500.00	\$10,500.00	\$7,264.78	-\$3,235.22	-30.81%
CONTRACTUAL SERVICES	\$186,983.88	\$186,983.88	\$134,961.21	-\$52,022.67	-27.82%
BUILDING MAINTENANCE	\$46,404.69	\$46,404.69	\$35,045.28	-\$11,359.41	-24.48%
INSURANCE	\$23,087.56	\$23,087.56	\$23,087.56	\$0.00	0.00%
UTILITIES	\$14,193.12	\$14,193.12	\$7,861.60	-\$6,331.52	-44.61%
SUPPLIES	\$26,595.00	\$26,595.00	\$18,384.27	-\$8,210.73	-30.87%
CAPITAL EXPENSES	\$478,500.00	\$478,500.00	\$43,478.17	-\$435,021.83	-90.91%
MEDIA	\$179,278.95	\$179,278.95	\$121,003.67	-\$58,275.28	-32.51%
REIMBURSEMENTS	\$47,985.13	\$47,985.13	\$33,991.01	-\$13,994.12	-29.16%
SR PROJECTS	\$25,000.00	\$25,000.00	\$24,977.61	-\$22.39	-0.09%
TOTAL EXPENDITURES	\$2,296,458.69	\$2,296,458.69	\$1,364,931.10	-\$931,527.59	-40.56%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$250,000.00	-\$250,000.00	\$631,707.84	-\$881,707.84	
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			\$631,707.84		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$1,235,076.95		
			-\$734,050.69		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: SEPTEMBER 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES						
OPERATIONAL SALARIES						
4311	SALARIED EMPLOYEES	\$746,139.40	\$57,274.86	\$544,799.00	\$201,340.40	26.98%
4312	HOURLY EMPLOYEES	\$213,106.60	\$15,833.87	\$155,244.19	\$57,862.41	27.15%
4313	ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$675.00	\$4,525.00	87.02%
TOTAL OPERATIONAL SALARIES		\$964,446.00	\$73,108.73	\$700,718.19	\$263,727.81	27.35%
EMPLOYEE BENEFITS						
4331	ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$5,675.84	\$53,795.51	\$21,453.10	28.51%
4332	SOCIAL SECURITY - FICA	\$73,382.32	\$5,542.73	\$53,019.95	\$20,362.37	27.75%
4333	INSURANCE	\$143,853.43	\$11,922.27	\$107,342.29	\$36,511.14	25.38%
4334	CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS		\$293,484.36	\$23,140.84	\$214,157.75	\$79,326.61	27.03%
STAFF & BOARD DEVELOPMENT						
4351	MEMBERSHIP FEES	\$2,200.00	\$0.00	\$2,006.70	\$193.30	8.79%
4352	BOARD DEVELOPMENT	\$800.00	\$0.00	\$259.99	\$540.01	67.50%
4353	ADMINISTRATOR	\$500.00	\$35.00	\$500.00	\$0.00	0.00%
4354	PROFESSIONAL STAFF	\$5,000.00	\$315.00	\$2,878.32	\$2,121.68	42.43%
4355	SUPPORT STAFF	\$1,000.00	\$385.00	\$877.00	\$123.00	12.30%
4356	MILEAGE REIMBURSEMENT	\$1,000.00	\$119.64	\$742.77	\$257.23	25.72%
TOTAL STAFF & BOARD DEVELOPMENT		\$10,500.00	\$854.64	\$7,264.78	\$3,235.22	30.81%
GROUP TOTAL PERSONNEL SERVICES		\$1,268,430.36	\$97,104.21	\$922,140.72	\$346,289.64	27.30%
CONTRACTUAL SERVICES						
PROFESSIONAL SERVICES						
4361	AUDIT FEES	\$7,171.50	\$1,971.50	\$7,171.50	\$0.00	0.00%
4362	LEGAL FEES	\$2,000.00	\$399.50	\$1,195.00	\$805.00	40.25%
4363	CONSULTANT FEES	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
4364	APPRAISAL	\$3,500.00	\$0.00	\$590.00	\$2,910.00	83.14%
4365	ACCOUNTANT	\$4,714.50	\$365.00	\$3,285.00	\$1,429.50	30.32%
TOTAL PROFESSIONAL SERVICES		\$17,886.00	\$2,736.00	\$12,741.50	\$5,144.50	28.76%
OUTSIDE SERVICES						
4412	PAYROLL SERVICES	\$4,800.00	\$248.36	\$3,399.62	\$1,400.38	29.17%
4414	ALARM	\$3,226.00	\$744.00	\$2,728.37	\$497.63	15.43%
4416	MAINTENANCE	\$39,000.00	\$2,909.86	\$28,401.26	\$10,598.74	27.18%
4417	SWAN	\$30,238.74	\$0.00	\$21,772.24	\$8,466.50	28.00%
4418	TECHNOLOGY	\$38,010.00	\$4,880.00	\$28,788.63	\$9,221.37	24.26%
TOTAL OUTSIDE SERVICES		\$115,274.74	\$8,782.22	\$85,090.12	\$30,184.62	26.18%
PRINTING						
4424	NEWSLETTER PRINTING	\$18,823.14	\$3,196.55	\$12,677.65	\$6,145.49	32.65%
TOTAL PRINTING		\$18,823.14	\$3,196.55	\$12,677.65	\$6,145.49	32.65%
PROGRAMMING						
4451	YOUTH & TEEN PROGRAMMING	\$10,000.00	\$191.99	\$6,477.60	\$3,522.40	35.22%
4452	PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$2,974.00	\$10,091.07	\$2,908.93	22.38%
4454	GENERAL PROGRAMMING	\$9,000.00	\$1,248.81	\$5,076.02	\$3,923.98	43.60%
TOTAL PROGRAMMING		\$32,000.00	\$4,414.80	\$21,644.69	\$10,355.31	32.36%
PUBLIC RELATIONS						
4461	Public Relations	\$3,000.00	\$8.00	\$2,807.25	\$192.75	6.43%
TOTAL PUBLIC RELATIONS		\$3,000.00	\$8.00	\$2,807.25	\$192.75	6.43%
GROUP TOTAL CONTRACTUAL SERVICES		\$186,983.88	\$19,137.57	\$134,961.21	\$52,022.67	27.82%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: SEPTEMBER 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$64.90	\$584.10	\$272.58	31.82%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$609.46	\$8,806.10	\$3,793.90	30.11%
4434 BUILDING REPAIRS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.00%
4436 LAWN MAINTENANCE	\$9,574.57	\$1,050.97	\$6,656.76	\$2,917.81	30.47%
4437 SNOW REMOVAL	\$6,554.96	\$0.00	\$3,358.00	\$3,196.96	48.77%
TOTAL REPAIRS & MAINTENANCE	\$38,586.21	\$1,725.33	\$28,404.96	\$10,181.25	26.39%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$1,267.45	\$6,640.32	\$938.16	12.38%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$7,818.48	\$1,267.45	\$6,640.32	\$1,178.16	15.07%
GROUP TOTAL BUILDING MAINTENANCE	\$46,404.69	\$2,992.78	\$35,045.28	\$11,359.41	24.48%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRICC	\$21,346.66	\$0.00	\$21,346.66	\$0.00	0.00%
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	\$23,087.56	\$0.00	0.00%
UTILITIES					
4472 WATER	\$2,750.00	\$0.00	\$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	\$356.01	\$1,860.40	\$764.60	29.13%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$771.02	\$3,251.20	\$3,066.92	48.54%
GROUP TOTAL UTILITIES	\$14,193.12	\$1,127.03	\$7,861.60	\$6,331.52	44.61%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$43.38	\$586.41	\$413.59	41.36%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$186.90	\$664.54	\$1,335.46	66.77%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$250.68	\$1,681.00	\$1,519.00	47.47%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$257.35	\$4,821.85	\$1,178.15	19.64%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$173.00	\$2,176.56	\$873.44	28.64%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$334.98	\$865.02	72.09%
TOTAL OFFICE SUPPLIES	\$17,450.00	\$911.31	\$10,265.34	\$7,184.66	41.17%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$164.15	\$4,183.02	\$266.98	6.00%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$164.15	\$4,183.02	\$266.98	6.00%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$600.00	\$41.73	\$415.91	\$184.09	30.68%
4553 BULK FEES & PERMITS	\$4,095.00	\$0.00	\$3,520.00	\$575.00	14.04%
TOTAL OFFICE EXPENSE	\$4,695.00	\$41.73	\$3,935.91	\$759.09	16.17%
GROUP TOTAL SUPPLIES	\$26,595.00	\$1,117.19	\$18,384.27	\$8,210.73	30.87%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$3,700.30	\$43,478.17	\$435,021.83	90.91%
GROUP TOTAL CAPITAL EXPENSES	\$478,500.00	\$3,700.30	\$43,478.17	\$435,021.83	90.91%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: SEPTEMBER 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES						
4710A	DATABASES - Adult	\$27,000.00	\$0.00	\$15,448.23	\$11,551.77	42.78%
4710B	DATABASES - Youth	\$6,000.00	\$0.00	\$3,083.16	\$2,916.84	48.61%
4711	PERIODICALS	\$14,500.00	\$0.00	\$957.64	\$13,542.36	93.40%
4712	CONTINUATIONS	\$600.00	\$15.80	\$263.51	\$336.49	56.08%
4714	LARGE PRINT	\$5,500.00	\$278.47	\$3,388.38	\$2,111.62	38.39%
4715	BOOKS - Adult	\$32,300.00	\$1,870.01	\$21,906.81	\$10,393.19	32.18%
4716	BOOKS - Youth	\$33,000.00	\$1,285.61	\$28,756.83	\$4,243.17	12.86%
4717	VIDEOS - Adult	\$4,500.00	\$336.62	\$3,006.30	\$1,493.70	33.19%
4718	VIDEOS - Youth	\$1,300.00	\$0.00	\$479.02	\$820.98	63.15%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$79.98	\$1,310.39	\$689.61	34.48%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$56.98	\$1,422.74	\$1,827.26	56.22%
4721	SOFTWARE	\$11,795.70	\$501.44	\$9,182.07	\$2,613.63	22.16%
4722	REALIA	\$1,000.00	\$30.18	\$545.94	\$454.06	45.41%
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	\$500.91	\$9,714.70	\$285.30	2.85%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,003.44	\$11,033.39	\$1,966.61	15.13%
4726	EBOOKS - Youth	\$3,500.00	\$92.46	\$2,891.01	\$608.99	17.40%
4727	PRESS READER	\$7,733.25	\$0.00	\$5,995.48	\$1,737.77	22.47%
GROUP TOTAL MEDIA		\$179,278.95	\$6,051.90	\$121,003.67	\$58,275.28	32.51%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$18,184.83	\$1,246.93	\$8,432.26	\$9,752.57	53.63%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,920.98	-\$120.68	-0.68%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$0.00	\$7,219.43	\$3,780.57	34.37%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$92.03	\$418.34	\$581.66	58.17%
4906b	FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$47,985.13	\$1,338.96	\$33,991.01	\$13,994.12	29.16%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$2,582.16	\$24,977.61	\$22.39	0.09%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$25,000.00	\$2,582.16	\$24,977.61	\$22.39	
TOTAL EXPENDITURES		\$2,296,458.69	\$135,152.10	\$1,364,931.10	\$931,527.59	40.56%



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
09/11/2024	Check	5841	08 Aug Bank Reconciliations Invoice	4365 Accountant	\$ 365.00
Total for Adducci Vega Financial Group, LLC					\$ 365.00
A.J. Bird Control					
09/23/2024	Check	5850	Bird netting repairs	4631 Special Reserves Replenishment	\$ 3,250.00
Total for A.J. Bird Control					\$ 3,250.00
Amani Rashid					
09/20/2024	Check	10397	Paylocity check A. Rashid live check	4312 Hourly Employees	\$ 283.97
Total for Amani Rashid					\$ 283.97
Anderson Pest Solutions					
09/11/2024	Check	5833	Invoice 67630456	4431 Pest Control	\$ 64.90
Total for Anderson Pest Solutions					\$ 64.90
At&T - Fiber Line					
09/04/2024	Check	5828	Monthly Fee	4475 Internet	\$ 771.02
Total for At&T - Fiber Line					\$ 771.02
Baker & Taylor C205293 Continuations					
09/05/2024	Expense	BT PORTAL	08 AUGUST Continuations	4712 Continuations	\$ 15.80
Total for Baker & Taylor C205293 Continuations					\$ 15.80
Baker & Taylor L5346512 Youth Books					
09/05/2024	Expense	BT PORTAL	08 AUG YTS	4716 Books - Youth	\$ 667.39
09/05/2024	Expense	BT PORTAL	08 AUG Pre Processing Fee	4515 Technical Services - Supplies	\$ 41.16
Total for Baker & Taylor L5346512 Youth Books					\$ 708.55
Baker & Taylor L5394112 Gift Fund					
09/05/2024	Expense	BT PORTAL	CK-SZENIAWSKI	4906a Reimb. - Restricted Donations	\$ 16.29
09/05/2024	Expense	BT PORTAL	PHWC-Marbach2	4906a Reimb. - Restricted Donations	\$ 34.00
09/05/2024	Expense	BT PORTAL	CRAWLEY-SZENIAWSKI	4906a Reimb. - Restricted Donations	\$ 24.45
09/05/2024	Expense	BT PORTAL	PHWC-Purcell	4906a Reimb. - Restricted Donations	\$ 17.29
Total for Baker & Taylor L5394112 Gift Fund					\$ 92.03
CDW Government, Inc.					
09/18/2024	Check	5849	Invoice AA38M9D Zebra printer ZD621 DT	7001 Special Reserves Projects	\$ 744.94
09/18/2024	Check	5849	Invoice aa5ww5f Zebra ZD621 DT returned	7001 Special Reserves Projects	-\$ 744.94
09/18/2024	Check	5849	Invoice AA5G24T Zebra printer DZ621 TT	7001 Special Reserves Projects	\$ 799.20
Total for CDW Government, Inc.					\$ 799.20
CIT					
09/17/2024	Check	5847	Invoice 45524738	4531 Copier	\$ 631.54
Total for CIT					\$ 631.54
City Of Palos Heights IMRF					
09/30/2024	Check	23066	09 September Payment	4331 IMRF III. Muni. Ret. Fund	\$ 5,675.84
09/30/2024	Check	23066	09 September Payment	2053 FT Employee Contribution	\$ 2,577.70
09/30/2024	Check	23066	09 September Payment	2054 PT Employee Contribution	\$ 159.85
09/30/2024	Check	23066	09 September Payment	2055 Employee Paid Vol.	\$ 1,421.02
Total for City Of Palos Heights IMRF					\$ 9,834.41
City of Palos Hts. - Water Bill					
09/16/2024	Check	5843	Monthly bill	4631 Special Reserves Replenishment	\$ 421.80
Total for City of Palos Hts. - Water Bill					\$ 421.80
Cosmopolitan Building Services					
09/05/2024	Check	5829	09 Sept Janitorial Services Invoice 6640	4416 Maintenance	\$ 2,722.50
Total for Cosmopolitan Building Services					\$ 2,722.50
Donald Skoog					
09/02/2024	Check	5818	9.24.24 Chicago Arabic Music Ensemble	4452 Public Services Programming	\$ 750.00
Total for Donald Skoog					\$ 750.00
Donivin, Truty					
09/11/2024	Check	5839	9.28.24 Fan Con Dungeons & Dragons	4454 General Programming	\$ 250.00
Total for Donivin, Truty					\$ 250.00
EDHS					
09/02/2024	Check	5816	9.10.24 Eastland Disaster	4452 Public Services Programming	\$ 566.00
Total for EDHS					\$ 566.00
Goddard, Leslie					
09/02/2024	Check	5819	9.26.24 Lilly Pulitzer	4452 Public Services Programming	\$ 400.00
Total for Goddard, Leslie					\$ 400.00
Grasso Graphics					
09/03/2024	Check	5825	Sept/Oct Newsletters	4424 Newsletter Printing	\$ 2,612.05
09/03/2024	Check	5825	Sept/Oct Newsletters	4424 Newsletter Printing	\$ 584.50
Total for Grasso Graphics					\$ 3,196.55



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
GT Mechanical					
09/19/2024 Expense	ACH GT		Invoice 23006357 outdoor temp sensor	4432 Heating/Cooling Service	\$ 609.46
Total for GT Mechanical					\$ 609.46
Impact Networking, Inc					
09/02/2024 Check	5820		Overages group total	4531 Copier	\$ 635.91
Total for Impact Networking, Inc					\$ 635.91
Independent Construction Services					
09/11/2024 Check	5835		Parking Lot Drawing Review 8.14.24	7001 Special Reserves Projects	\$ 280.00
Total for Independent Construction Services					\$ 280.00
Ingram					
09/05/2024 Check	5830		08 August Invoices	4714 Large Print Books	\$ 278.47
09/05/2024 Check	5830		08 August Invoices	4715 Books - Adult	\$ 1,839.71
09/05/2024 Check	5830		08 August Pre processing fee	4515 Technical Services - Supplies	\$ 108.90
09/05/2024 Check	5830		08 August Invoices	4716 Books - Youth	\$ 612.90
Total for Ingram					\$ 2,839.98
Klein, Thorpe And Jenkins					
09/17/2024 Check	5845		Services through 08.31.24 parking lot	4362 Legal Fees	\$ 399.50
Total for Klein, Thorpe And Jenkins					\$ 399.50
Lauterbach & Amen, LLP					
09/03/2024 Check	5826		Final Billing	4361 Audit Fees	\$ 1,971.50
09/03/2024 Check	5826		Final Billing	4631 Special Reserves Replenishment	\$ 28.50
Total for Lauterbach & Amen, LLP					\$ 2,000.00
LIMRiCC-Employees					
09/11/2024 Expense	ACH		09 September	4333 Insurance	\$ 11,922.27
09/11/2024 Expense	ACH		09 September	2050	\$ 654.76
09/11/2024 Expense	ACH		Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$ 1,079.37
Total for LIMRiCC-Employees					\$ 13,656.40
Mary Beth Sexton					
09/23/2024 Check	5851		Card Class Supplies	4452 Public Services Programming	\$ 108.00
Total for Mary Beth Sexton					\$ 108.00
Meder, Meredith					
09/02/2024 Check	5817		9.12.24 Cheese 101	4452 Public Services Programming	\$ 850.00
Total for Meder, Meredith					\$ 850.00
Midwest Tape - 19730					
09/05/2024 Check	5832		08 August Invoices	4717 Videos - Adult	\$ 336.62
09/05/2024 Check	5832		08 August Invoices	4719 Audiobooks - Adult	\$ 79.98
09/05/2024 Check	5832		08 August Pre processing fee	4515 Technical Services - Supplies	\$ 40.89
Total for Midwest Tape - 19730					\$ 457.49
Midwest Tape - 19996					
09/05/2024 Check	5831		08 August Invoices	4720 Audiobooks/Playaways - Youth	\$ 56.98
09/05/2024 Check	5831		08 August Pre processing fee	4515 Technical Services - Supplies	\$ 4.68
Total for Midwest Tape - 19996					\$ 61.66
Old National Bank - MasterCard					
09/04/2024 Expense	MasterCard		Disney Plus	4451 Youth & Teen Programming	\$ 9.99
09/04/2024 Expense	MasterCard		Sip/Google	4474 Telephone/FAX	\$ 278.56
09/04/2024 Expense	MasterCard		OCLC	4551 Postage & Handling	\$ 36.62
09/04/2024 Expense	MasterCard		Adobe/Duo/Bluehost	4721 Software	\$ 501.44
09/04/2024 Expense	MasterCard		Amazon 4451 Fall Programs	4451 Youth & Teen Programming	\$ 182.00
09/04/2024 Expense	MasterCard		Fan Con Amazon	4454 General Programming	\$ 84.44
09/04/2024 Expense	MasterCard		FOTL Facebook boost	4461 Public Relations	\$ 8.00
09/04/2024 Expense	MasterCard		PS Supplies Amazon Mailers	4511 Public Services - Supplies	\$ 43.38
09/04/2024 Expense	MasterCard		4512 Aug Supplies Amazon	4512 Youth & Teen - Supplies	\$ 186.90
09/04/2024 Expense	MasterCard		Supplies	4514 Business Office - Supplies	\$ 250.68
09/04/2024 Expense	MasterCard		Tech Supplies CD Cases Business Card	4515 Technical Services - Supplies	\$ 61.72
09/04/2024 Expense	MasterCard		Zoo Membership Drawing	4516 Circulation - Supplies	\$ 148.00
09/04/2024 Expense	MasterCard		Cleaning Supplies	4541 Maintenance/Cleaning Supplies	\$ 41.28
09/04/2024 Expense	MasterCard		Duplicate order postage	4715 Books - Adult	\$ 5.31
09/04/2024 Expense	MasterCard		Duplicate order postage	4716 Books - Youth	\$ 5.32
09/04/2024 Expense	MasterCard		4722 Realia July	4722 Realia	\$ 16.19
09/04/2024 Expense	MasterCard		4724 G&G	4722 Realia	\$ 13.99
09/04/2024 Expense	MasterCard		Return G&G Case	4900 Miscellaneous - Reimbursements	\$ 31.99
09/04/2024 Expense	MasterCard		FOTL lunch Reimb	4900 Miscellaneous - Reimbursements	\$ 135.57
Total for Old National Bank - MasterCard					\$ 2,041.38



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Otis Elevator					
09/18/2024	Expense	OTIS PORTAL	Invoice 100401683771	4416 Maintenance	\$ 187.36
Total for Otis Elevator					\$ 187.36
OverDrive, Inc.					
09/02/2024	Check	5821	01658DA24250483	4726 E-Books - Youth	\$ 92.46
09/11/2024	Check	5836	01658DA24262885	4725A E-Books - Adult	\$ 500.91
09/11/2024	Check	5837	01658CO24262894	4725B E-Audiobooks - Adult	\$ 1,003.44
Total for OverDrive, Inc.					\$ 1,596.81
Paylocity Payroll Billing					
09/06/2024	Expense	EFT		4412 Payroll Services	\$ 75.00
09/20/2024	Expense	EFT		4412 Payroll Services	\$ 173.36
Total for Paylocity Payroll Billing					\$ 248.36
Paylocity Payroll Net					
09/06/2024	Expense	EFT		4311 Salaried Employees	\$ 19,880.04
09/06/2024	Expense	EFT		4312 Hourly Employees	\$ 6,495.43
09/06/2024	Expense	EFT	LR LACONI Mtg. Dominican 8.14.24	4356 Mileage Reimbursement	\$ 30.00
09/06/2024	Expense	EFT	BS 08 Homebound Deliveries	4356 Mileage Reimbursement	\$ 31.90
09/06/2024	Expense	EFT	CD Target Ice Cream Spirit Committee	4454 General Programming	\$ 14.37
09/20/2024	Expense	EFT		4311 Salaried Employees	\$ 20,356.22
09/20/2024	Expense	EFT		4312 Hourly Employees	\$ 6,602.64
09/20/2024	Expense	EFT	SL Des Plaines PL 9.13.24	4356 Mileage Reimbursement	\$ 49.44
09/20/2024	Expense	EFT	MV Swan Expo	4356 Mileage Reimbursement	\$ 8.30
09/20/2024	Expense	EFT	OCLC	4551 Postage & Handling	\$ 5.11
09/20/2024	Expense	EFT	Sinking of Eastland	4715 Books - Adult	\$ 24.99
09/20/2024	Expense	EFT	LR Starbucks gift card dog adoption	4516 Circulation - Supplies	\$ 25.00
Total for Paylocity Payroll Net					\$ 53,523.44
Paylocity Payroll Taxes					
09/06/2024	Expense	EFT		4311 Salaried Employees	\$ 6,108.09
09/06/2024	Expense	EFT		4332 FICA Social Security	\$ 2,730.07
09/06/2024	Expense	EFT		4312 Hourly Employees	\$ 1,125.22
09/20/2024	Expense	EFT		4311 Salaried Employees	\$ 6,277.03
09/20/2024	Expense	EFT		4332 FICA Social Security	\$ 2,812.66
09/20/2024	Expense	EFT		4312 Hourly Employees	\$ 1,166.76
Total for Paylocity Payroll Taxes					\$ 20,219.83
Peerless Network, Inc.					
09/16/2024	Check	5844	Invoice 59621	4474 Telephone/FAX	\$ 77.45
Total for Peerless Network, Inc.					\$ 77.45
Quality Alarm System, Inc.					
09/11/2024	Check	5838	Invoice 153716	4414 Alarm	\$ 744.00
Total for Quality Alarm System, Inc.					\$ 744.00
Roy Erikson Outdoor Maintenance					
09/04/2024	Check	5827	09 Sept Lawn Maintenance	4436 Lawn Maintenance	\$ 915.97
09/17/2024	Check	5848	Fertilizer & Herbicide #2	4436 Lawn Maintenance	\$ 135.00
Total for Roy Erikson Outdoor Maintenance					\$ 1,050.97
Ryan Electrical Services, Inc.					
09/17/2024	Check	5846	2 Cases of T5 3500K lamps (40)	7001 Special Reserves Projects	\$ 702.00
Total for Ryan Electrical Services, Inc.					\$ 702.00
Shark Shredding					
09/02/2024	Check	5822	Shredding Event 8.24.24	4454 General Programming	\$ 600.00
Total for Shark Shredding					\$ 600.00
Southwest Regional Publishing, LLC					
09/11/2024	Check	5840	Invoice 24-3639 Legal Notice Parking Lot	7001 Special Reserves Projects	\$ 575.96
Total for Southwest Regional Publishing, LLC					\$ 575.96
Stanley Access Tech LLC					
09/02/2024	Check	5823	Exterior door latch not releasing	7001 Special Reserves Projects	\$ 225.00
Total for Stanley Access Tech LLC					\$ 225.00
SWAN					
09/13/2024	Expense	ACH	SWAN EXPO - INSERVICE DAY	4353 Administrator	\$ 35.00
09/13/2024	Expense	ACH	SWAN EXPO - INSERVICE DAY	4354 Professional Staff	\$ 315.00
09/13/2024	Expense	ACH	SWAN EXPO - INSERVICE DAY	4355 Support Staff	\$ 385.00
Total for SWAN					\$ 735.00
Thurman, Brittany					
09/11/2024	Check	5834	9.28.24 Fan Con	4454 General Programming	\$ 300.00
Total for Thurman, Brittany					\$ 300.00



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Truty, Marcin					
09/11/2024	Expense	ACH	08 August 24 IT Services	4418 Technology	\$ 4,880.00
Total for Truty, Marcin					\$ 4,880.00
Warehouse Direct					
09/02/2024	Check	5824	Large Liners (2)	4541 Maintenance/Cleaning Supplies	\$ 91.60
09/02/2024	Check	5824	Sm Liners (1)	4541 Maintenance/Cleaning Supplies	\$ 31.27
Total for Warehouse Direct					\$ 122.87
Wenstrup, Gary					
09/13/2024	Check	5842	10.1.24 Fleetwood Mac	4452 Public Services Programming	\$ 300.00
Total for Wenstrup, Gary					\$ 300.00
TOTAL CHECKS FOR BOARD APPROVAL					\$135,152.10



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MONTH ENDING: SEPTEMBER 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	\$15,395.68	\$1,416,446.45	\$1,108.33	\$200.00	\$572.09	\$2,573.48	\$1,436,296.03
WITHDRAWALS	(\$135,152.10)						(\$135,152.10)
TRANSFERS	\$50,000.00	(\$50,000.00)					\$0.00
	\$40,000.00	(\$40,000.00)					
	\$40,000.00	(\$40,000.00)					
DEPOSITS	\$117.30						\$2,396.76
	\$201.64						
	\$25.00						
	\$392.85						
	\$291.30						
	\$289.30						
	\$1,079.37						
ADJUSTMENTS	\$119.50						\$119.50
INTEREST EARNED	\$0.62	\$5,188.66	\$4.74	N/A	N/A	\$2.53	\$5,196.55
ENDING BALANCE	\$12,760.46	\$1,291,635.11	\$1,113.07	\$200.00	\$572.09	\$2,576.01	\$1,308,856.74
TOTALS	\$1,305,708.64 GENERAL FUND				\$3,148.10 SPECIAL RESERVES FUND		\$1,308,856.74 TOTAL FUND BALANCE
INTEREST RATES	0.02%	4.90%	5.229%	N/A	N/A	1.21%	

TOTAL FUND BALANCE MONTH ENDING: SEPTEMBER 30, 2024

\$1,308,856.74

Adjustments: Check #5648 Lost reissued Check #5681