



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
11/21/2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	OCTOBER	\$208,997.80	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:	10/31/2024	N/A	1



	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$31,125.17		\$31,125.17
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$270.60		\$270.60
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$390.55		\$390.55
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$525.50		\$525.50
» Miscellaneous	\$1,103.29		\$1,103.29
DONATIONS/GIFTS			
» Restricted	-\$30.00		-\$30.00
» Annual Fundraising	\$181.87		\$181.87
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$712.95		\$712.95
GRANTS	\$0.00		\$0.00
INTEREST	\$4,480.34	\$2.47	\$4,482.81
TOTAL REVENUES	\$38,760.27	\$2.47	\$38,762.74
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$109,011.11		\$109,011.11
» Employee Benefits	\$26,048.62		\$26,048.62
» Staff & Board Development	\$1,863.08		\$1,863.08
CONTRACTUAL SERVICES	\$21,430.70		\$21,430.70
BUILDING MAINTENANCE	\$7,493.31		\$7,493.31
INSURANCE	\$0.00		\$0.00
UTILITIES	\$934.31		\$934.31
SUPPLIES	\$2,361.25		\$2,361.25
CAPITAL EXPENSES	\$15,727.39		\$15,727.39
MEDIA	\$21,081.48		\$21,081.48
REIMBURSEMENTS	\$3,046.55		\$3,046.55
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$208,997.80	\$0.00	\$208,997.80
REVENUES OVER EXPENDITURES			
EXCESS (DEFICIENCY)	-\$170,237.53	\$2.47	-\$170,235.06
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$300.00		\$0.00
Check #5834 dated 9/11/24 lost; reissued Check 23069 10/22/24			
TOTAL OTHER FINANCING SOURCES	\$300.00	\$0.00	\$300.00
NET CHANGE IN FUND BALANCES	-\$169,937.53	\$2.47	-\$169,935.06
FUND BALANCES, BEGINNING OF MONTH	\$1,305,708.64	\$3,148.10	\$1,308,856.74
END OF MONTH	\$1,135,771.11	\$3,150.57	\$1,138,921.68



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: OCTOBER 2024

	BUDGETED AMOUNTS			Variance	Balance
	Original	Final	Actual	With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$1,925,086.48	\$412.91	99.98%
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	\$2,054.63	\$445.37	82.19%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$906.57	\$893.43	50.37%
Miscellaneous	\$3,500.00	\$3,500.00	\$3,220.84	\$279.16	92.02%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$12,477.61	-\$1,477.61	113.43%
Miscellaneous	\$12,784.00	\$12,784.00	\$19,864.27	-\$7,080.27	155.38%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$675.00	\$325.00	67.50%
Unrestricted	\$15,000.00	\$15,000.00	\$1,989.89	\$13,010.11	13.27%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$5,721.92	-\$1,721.92	143.05%
GRANTS	\$17,800.30	\$17,800.30	\$17,920.98	-\$120.68	100.68%
INTEREST	\$6,575.00	\$6,575.00	\$20,568.03	-\$13,993.03	312.82%
TOTAL REVENUES	\$2,046,458.69	\$2,046,458.69	\$2,035,399.21	\$11,059.48	99.46%
PERSONNEL SERVICES					
Operational Salaries	\$964,446.00	\$964,446.00	\$809,729.30	-\$154,716.70	-16.04%
Employee Benefits	\$293,484.36	\$293,484.36	\$240,206.37	-\$53,277.99	-18.15%
Staff & Board Development	\$10,500.00	\$10,500.00	\$9,127.86	-\$1,372.14	-13.07%
CONTRACTUAL SERVICES	\$186,983.88	\$186,983.88	\$156,091.91	-\$30,891.97	-16.52%
BUILDING MAINTENANCE	\$46,404.69	\$46,404.69	\$42,538.59	-\$3,866.10	-8.33%
INSURANCE	\$23,087.56	\$23,087.56	\$23,087.56	\$0.00	0.00%
UTILITIES	\$14,193.12	\$14,193.12	\$8,795.91	-\$5,397.21	-38.03%
SUPPLIES	\$26,595.00	\$26,595.00	\$20,745.53	-\$5,849.47	-21.99%
CAPITAL EXPENSES	\$478,500.00	\$478,500.00	\$59,205.56	-\$419,294.44	-87.63%
MEDIA	\$179,278.95	\$179,278.95	\$142,085.15	-\$37,193.80	-20.75%
REIMBURSEMENTS	\$47,985.13	\$47,985.13	\$37,037.56	-\$10,947.57	-22.81%
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	\$1,573,628.91	-\$722,829.78	-31.48%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$250,000.00	-\$250,000.00	\$461,770.30	-\$711,770.30	
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			\$461,770.30		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$1,065,139.41		
			-\$734,050.69		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: OCTOBER 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$746,139.40	\$83,261.69	\$628,060.69	\$118,078.71	15.83%
4312 HOURLY EMPLOYEES	\$213,106.60	\$25,749.42	\$180,993.61	\$32,112.99	15.07%
4313 ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$675.00	\$4,525.00	87.02%
TOTAL OPERATIONAL SALARIES	\$964,446.00	\$109,011.11	\$809,729.30	\$154,716.70	16.04%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$5,677.35	\$59,472.86	\$15,775.75	20.96%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$8,449.00	\$61,468.95	\$11,913.37	16.23%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$119,264.56	\$24,588.87	17.09%
4334 CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$293,484.36	\$26,048.62	\$240,206.37	\$53,277.99	18.15%
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	\$0.00	\$500.00	\$0.00	0.00%
4354 PROFESSIONAL STAFF	\$5,000.00	\$1,812.34	\$4,690.66	\$309.34	6.19%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$877.00	\$123.00	12.30%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$50.74	\$793.51	\$206.49	20.65%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$1,863.08	\$9,127.86	\$1,372.14	13.07%
GROUP TOTAL PERSONNEL SERVICES	\$1,268,430.36	\$136,922.81	\$1,059,063.53	\$209,366.83	16.51%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,171.50	\$0.00	\$7,171.50	\$0.00	0.00%
4362 LEGAL FEES	\$2,000.00	\$188.00	\$1,383.00	\$617.00	30.85%
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	\$3,650.00	\$1,064.50	22.58%
TOTAL PROFESSIONAL SERVICES	\$17,886.00	\$553.00	\$13,294.50	\$4,591.50	25.67%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$196.50	\$3,596.12	\$1,203.88	25.08%
4414 ALARM	\$3,226.00	\$0.00	\$2,728.37	\$497.63	15.43%
4416 MAINTENANCE	\$39,000.00	\$2,909.86	\$31,311.12	\$7,688.88	19.72%
4417 SWAN	\$30,238.74	\$6,807.00	\$28,579.24	\$1,659.50	5.49%
4418 TECHNOLOGY	\$38,010.00	\$5,120.00	\$33,908.63	\$4,101.37	10.79%
TOTAL OUTSIDE SERVICES	\$115,274.74	\$15,033.36	\$100,123.48	\$15,151.26	13.14%
PRINTING					
4424 NEWSLETTER PRINTING	\$18,823.14	\$3,196.55	\$15,874.20	\$2,948.94	15.67%
TOTAL PRINTING	\$18,823.14	\$3,196.55	\$15,874.20	\$2,948.94	15.67%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$1,325.86	\$7,803.46	\$2,196.54	21.97%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$790.88	\$10,881.95	\$2,118.05	16.29%
4454 GENERAL PROGRAMMING	\$9,000.00	\$531.05	\$5,307.07	\$3,692.93	41.03%
TOTAL PROGRAMMING	\$32,000.00	\$2,647.79	\$23,992.48	\$8,007.52	25.02%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$0.00	\$2,807.25	\$192.75	6.43%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$0.00	\$2,807.25	\$192.75	6.43%
GROUP TOTAL CONTRACTUAL SERVICES	\$186,983.88	\$21,430.70	\$156,091.91	\$30,891.97	16.52%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: OCTOBER 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$64.90	\$649.00	\$207.68	24.24%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$3,793.90	\$12,600.00	\$0.00	0.00%
4434 BUILDING REPAIRS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.00%
4436 LAWN MAINTENANCE	\$9,574.57	\$1,235.97	\$7,892.73	\$1,681.84	17.57%
4437 SNOW REMOVAL	\$6,554.96	\$1,767.00	\$5,125.00	\$1,429.96	21.81%
TOTAL REPAIRS & MAINTENANCE	\$38,586.21	\$6,861.77	\$35,266.73	\$3,319.48	8.60%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$631.54	\$7,271.86	\$306.62	4.05%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$7,818.48	\$631.54	\$7,271.86	\$546.62	6.99%
GROUP TOTAL BUILDING MAINTENANCE	\$46,404.69	\$7,493.31	\$42,538.59	\$3,866.10	8.33%
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	\$163.29	\$2,023.69	\$601.31	22.91%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$771.02	\$4,022.22	\$2,295.90	36.34%
GROUP TOTAL UTILITIES	\$14,193.12	\$934.31	\$8,795.91	\$5,397.21	38.03%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$178.00	\$764.41	\$235.59	23.56%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$664.54	\$1,335.46	66.77%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$661.12	\$2,342.12	\$857.88	26.81%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$383.60	\$5,205.45	\$794.55	13.24%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$110.04	\$2,286.60	\$763.40	25.03%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$151.07	\$486.05	\$713.95	59.50%
TOTAL OFFICE SUPPLIES	\$17,450.00	\$1,483.83	\$11,749.17	\$5,700.83	32.67%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$266.98	\$4,450.01	-\$0.01	0.00%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$266.98	\$4,450.01	-\$0.01	0.00%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$600.00	\$35.44	\$451.35	\$148.65	24.78%
4553 BULK FEES & PERMITS	\$4,095.00	\$575.00	\$4,095.00	\$0.00	0.00%
TOTAL OFFICE EXPENSE	\$4,695.00	\$610.44	\$4,546.35	\$148.65	3.17%
GROUP TOTAL SUPPLIES	\$26,595.00	\$2,361.25	\$20,745.53	\$5,849.47	21.99%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$15,727.39	\$59,205.56	\$419,294.44	87.63%
GROUP TOTAL CAPITAL EXPENSES	\$478,500.00	\$15,727.39	\$59,205.56	\$419,294.44	87.63%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: OCTOBER 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$27,000.00	\$6,050.00	\$21,498.23	\$5,501.77	20.38%
4710B DATABASES - Youth	\$6,000.00	\$1,310.00	\$4,393.16	\$1,606.84	26.78%
4711 PERIODICALS	\$14,500.00	\$7,148.45	\$8,106.09	\$6,393.91	44.10%
4712 CONTINUATIONS	\$600.00	\$95.19	\$358.70	\$241.30	40.22%
4714 LARGE PRINT	\$5,500.00	\$655.99	\$4,044.37	\$1,455.63	26.47%
4715 BOOKS - Adult	\$32,300.00	\$3,065.09	\$24,971.90	\$7,328.10	22.69%
4716 BOOKS - Youth	\$33,000.00	\$1,199.71	\$29,956.54	\$3,043.46	9.22%
4717 VIDEOS - Adult	\$4,500.00	\$140.20	\$3,146.50	\$1,353.50	30.08%
4718 VIDEOS - Youth	\$1,300.00	\$81.72	\$560.74	\$739.26	56.87%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$119.97	\$1,430.36	\$569.64	28.48%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	-\$56.98	\$1,365.76	\$1,884.24	57.98%
4721 SOFTWARE	\$11,795.70	\$120.00	\$9,302.07	\$2,493.63	21.14%
4722 REALIA	\$1,000.00	\$26.99	\$572.93	\$427.07	42.71%
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	\$105.00	\$9,819.70	\$180.30	1.80%
4725B E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,020.15	\$12,053.54	\$946.46	7.28%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$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	\$21,081.48	\$142,085.15	\$37,193.80	20.75%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$18,184.83	\$1,051.30	\$9,483.56	\$8,701.27	47.85%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,920.98	-\$120.68	-0.68%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$1,870.43	\$9,089.86	\$1,910.14	17.36%
4906a RESTRICTED DONATIONS	\$1,000.00	\$124.82	\$543.16	\$456.84	45.68%
4906b FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$47,985.13	\$3,046.55	\$37,037.56	\$10,947.57	22.81%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$25,000.00	\$0.00	\$24,977.61	\$22.39	0.09%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$25,000.00	\$0.00	\$24,977.61	\$22.39	
TOTAL EXPENDITURES	\$2,296,458.69	\$208,997.80	\$1,573,628.91	\$722,829.78	31.48%



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
10/11/2024	Check	5869	202055910	4365 Accountant	\$365.00
Total for Adducci Vega Financial Group, LLC					\$365.00
Algonquin Area Public Library					
10/17/2024	Check	5872	10.21.24 Zoom Gardening can be murder	4452 Public Services Programming	\$21.50
Total for Algonquin Area Public Library					\$21.50
Amazon					
10/08/2024	Expense	ACH AMAZON	Supplies	4514 Business Office - Supplies	\$23.92
10/09/2024	Expense	AMAZON	Supplies	4514 Business Office - Supplies	\$62.84
10/09/2024	Expense	AMAZON	Supplies	4516 Circulation - Supplies	\$52.97
10/09/2024	Expense	AMAZON	Supplies	4511 Public Services - Supplies	\$137.23
10/11/2024	Expense	AMAZON PORTAL	BluRays	4452 Public Services Programming	\$19.38
10/17/2024	Expense	AMAZON PORTAL	Hot cups w/lids	4519 Hospitality - Supplies	\$28.79
10/30/2024	Expense	Amazon Portal	Office supplies	4900 Miscellaneous - Reimbursements	\$23.92
Total for Amazon					\$349.05
Anderson Pest Solutions					
10/11/2024	Check	5867	Invoice 68813531	4431 Pest Control	\$64.90
Total for Anderson Pest Solutions					\$64.90
At&T - Fiber Line					
10/02/2024	Check	5853	Monthly Fee	4475 Internet	\$771.02
Total for At&T - Fiber Line					\$771.02
Baker & Taylor C205293 Continuations					
10/07/2024	Expense	BT PORTAL	09 September Continuations	4712 Continuations	\$95.19
Total for Baker & Taylor C205293 Continuations					\$95.19
Baker & Taylor L4371652 - Book Only Acct					
10/07/2024	Expense	BT PORTAL	Credit	4716 Books - Youth	-\$18.63
10/07/2024	Expense	BT PORTAL	2038545283	4716 Books - Youth	\$15.20
10/07/2024	Expense	BT PORTAL	2038574971	4716 Books - Youth	\$6.17
Total for Baker & Taylor L4371652 - Book Only Acct					\$2.74
Baker & Taylor L5346512 Youth Books					
10/07/2024	Expense	BT PORTAL	09 SEPT YTS	4716 Books - Youth	\$1,081.48
10/07/2024	Expense	BT PORTAL	09 SEPT Pre Processing Fee	4515 Technical Services - Supplies	\$63.00
Total for Baker & Taylor L5346512 Youth Books					\$1,144.48
Baker & Taylor L5394112 Gift Fund					
10/07/2024	Expense	BT PORTAL	CK-SZENIAWSKI	4906a Reimb. - Restricted Donations	\$34.33
10/07/2024	Expense	BT PORTAL	CK-SZENIAWSKI	4906a Reimb. - Restricted Donations	\$58.66
Total for Baker & Taylor L5394112 Gift Fund					\$92.99
Carl Crooks					
10/17/2024	Check	5873	10.24.24 Paranormal Investigating	4904 Reimb. - Friends Book Sales	\$200.00
Total for Carl Crooks					\$200.00
CENGAGE/Gale Learning					
10/08/2024	Check	5855	09 Sept Invoices	4714 Large Print Books	\$356.71
Total for CENGAGE/Gale Learning					\$356.71
CIT					
10/09/2024	Check	5866	Invoice 45720854	4531 Copier	\$631.54
Total for CIT					\$631.54
City Of Palos Heights IMRF					
10/31/2024	Check	23072	10 October Payment	4331 IMRF III. Muni. Ret. Fund	\$5,677.35
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	\$160.58
09/30/2024	Check	23066	09 September Payment	2055 Employee Paid Vol.	\$1,421.02
Total for City Of Palos Heights IMRF					\$9,836.65
City of Palos Hts. - Water Bill					
10/17/2024	Check	5878	Monthly bill	4631 Special Reserves Replenishment	\$392.96
Total for City of Palos Hts. - Water Bill					\$392.96
ComEd					
10/08/2024	Check	5856	Billing through 8.30.24	4631 Special Reserves Replenishment	\$12,993.54
Total for ComEd					\$12,993.54
Cosmopolitan Building Services					
10/08/2024	Check	5857	10 Oct Janitorial Services Invoice 6641	4416 Maintenance	\$2,722.50
Total for Cosmopolitan Building Services					\$2,722.50
Donivin, Truty					
10/17/2024	Check	5874	10.17.24 Dungeons & Dragons	4451 Youth & Teen Programming	\$250.00
Total for Donivin, Truty					\$250.00



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Everest Snow Management, Inc.					
10/01/2024	Check	5854	Seasonal Snow removal payment 1 of 4.	4437 Snow Removal	\$1,767.00
Total for Everest Snow Management, Inc.					\$1,767.00
Grasso Graphics					
10/29/2024	Check	5883	Nov/Dec Newsletters	4424 Newsletter Printing	\$2,612.05
10/29/2024	Check	5883	Nov/Dec Newsletters	4424 Newsletter Printing	\$584.50
Total for Grasso Graphics					\$3,196.55
GT Mechanical					
10/08/2024	Expense	ACH GT	and motor	4432 Heating/Cooling Service	\$3,793.90
10/08/2024	Expense	ACH GT	and motor	4631 Special Reserves Replenishment	\$86.10
Total for GT Mechanical					\$3,880.00
Heifa Odeh					
10/17/2024	Check	5871	Heiga	4452 Public Services Programming	\$500.00
Total for Heifa Odeh					\$500.00
Hilary Rhodes					
10/25/2024	Check	23071	Hawley donation - Creative Market Butterfly	4906a Reimb. - Restricted Donations	\$19.80
10/25/2024	Check	23071	Hawley donation - Creative Market Fruit	4906a Reimb. - Restricted Donations	\$30.00
10/25/2024	Check	23071	Hawley donation - Etsy	4906a Reimb. - Restricted Donations	\$2.98
Total for Hilary Rhodes					\$52.78
Independent Construction Services					
10/08/2024	Check	5858	Parking Lot Meetings September	4631 Special Reserves Replenishment	\$1,610.00
Total for Independent Construction Services					\$1,610.00
Ingram					
10/08/2024	Check	5859	09 September Invoices	4714 Large Print Books	\$299.28
10/08/2024	Check	5859	09 September Invoices	4715 Books - Adult	\$3,065.09
10/08/2024	Check	5859	09 September Pre processing fee	4515 Technical Services - Supplies	\$125.32
10/08/2024	Check	5859	09 September Invoices	4716 Books - Youth	\$115.49
10/08/2024	Check	5859	Credit	4906a Reimb. - Restricted Donations	-\$20.95
Total for Ingram					\$3,584.23
JR Midwest Irrigation Co.					
10/07/2024	Check	5864	Invoice 712 Winterize system	4436 Lawn Maintenance	\$120.00
Total for JR Midwest Irrigation Co.					\$120.00
Klein, Thorpe And Jenkins					
10/17/2024	Check	5879	Services through 09.30.24 copytrak	4362 Legal Fees	\$188.00
Total for Klein, Thorpe And Jenkins					\$188.00
LIMRiCC-Employees					
10/09/2024	Expense	ACH LIM	10 October	4333 Insurance	\$11,922.27
10/09/2024	Expense	ACH LIM	10 October	2050 Employee paid benefits	\$654.76
10/09/2024	Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$1,079.37
Total for LIMRiCC-Employees					\$13,656.40
Matt Matkowski					
10/22/2024	Check	23068	ILA Marriott Reimb.	4354 Professional Staff	\$541.65
Total for Matt Matkowski					\$541.65
Midwest Tape - 19730					
10/08/2024	Check	5861	09 September Invoices	4717 Videos - Adult	\$140.20
10/08/2024	Check	5861	09 September Invoices	4719 Audiobooks - Adult	\$119.97
10/08/2024	Check	5861	09 September Pre processing fee	4515 Technical Services - Supplies	\$22.82
Total for Midwest Tape - 19730					\$282.99
Midwest Tape - 19996					
10/08/2024	Check	5860	09 September Invoices	4718 Videos - Youth	\$24.74
10/08/2024	Check	5860	09 September Pre processing fee	4515 Technical Services - Supplies	\$2.34
Total for Midwest Tape - 19996					\$27.08
Old National Bank - MasterCard					
10/08/2024	Expense	MasterCard	Disney Plus	4451 Youth & Teen Programming	\$9.99
10/08/2024	Expense	MasterCard	Sip/Google	4474 Telephone/FAX	\$85.84
10/08/2024	Expense	MasterCard	OCLC	4551 Postage & Handling	\$15.33
10/08/2024	Expense	MasterCard	Duo	4721 Software	\$120.00
10/08/2024	Expense	MasterCard	Button Maker	4451 Youth & Teen Programming	\$323.38
10/08/2024	Expense	MasterCard	Paint the Town 10.5.24	4451 Youth & Teen Programming	\$237.93
10/08/2024	Expense	MasterCard	Atlas CD Teen Talk	4354 Professional Staff	\$23.18
10/08/2024	Expense	MasterCard	PS Supplies	4511 Public Services - Supplies	\$40.77
10/08/2024	Expense	MasterCard	Supplies	4514 Business Office - Supplies	\$294.66
10/08/2024	Expense	MasterCard	Laminating film/Shelf Liners	4515 Technical Services - Supplies	\$170.12
10/08/2024	Expense	MasterCard	CIRC091624	4516 Circulation - Supplies	\$57.07



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Old National Bank - MasterCard (con't)					
	10/08/2024	Expense	MasterCard	Cleaning Supplies	4541 Maintenance/Cleaning Supplies \$266.98
	10/08/2024	Expense	MasterCard	Hot cups/lids/coco	4519 Hospitality - Supplies \$122.28
	10/08/2024	Expense	MasterCard	Postage	4551 Postage & Handling \$20.11
	10/08/2024	Expense	MasterCard	Homer Tree Care	4436 Lawn Maintenance \$200.00
	10/08/2024	Expense	MasterCard	Sewing machine bag	4722 Realia \$26.99
	10/08/2024	Expense	MasterCard	Credits for carry case/class	4900 Miscellaneous - Reimbursements -\$51.99
	10/08/2024	Expense	MasterCard	Fab Lab Supplies	4904 Reimb. - Friends Book Sales \$355.00
	10/08/2024	Expense	MasterCard	Free Little Library	4904 Reimb. - Friends Book Sales \$367.43
	10/08/2024	Expense	MasterCard	Glowforge filter cartridge (2)	4904 Reimb. - Friends Book Sales \$498.00
	10/08/2024	Expense	MasterCard	Fan Con Aurelios Pizza (4)	4454 General Programming \$109.10
	10/08/2024	Expense	MasterCard	Supplies	4514 Business Office - Supplies \$156.82
Total for Old National Bank - MasterCard					\$3,448.99
Otis Elevator					
	10/17/2024	Expense	OTIS PORTAL	Invoice 10040176640	4416 Maintenance \$187.36
Total for Otis Elevator					\$187.36
OverDrive, Inc.					
	10/24/2024	Check	5880	01658CO24326922	4725B E-Audiobooks - Adult \$1,020.15
	10/24/2024	Check	5880	01658CO24326919	4725A E-Books - Adult \$105.00
Total for OverDrive, Inc.					\$1,125.15
Paul Neumann					
	10/24/2024	Check	23070	10.29.24 Disney's Haunted Mansion	4452 Public Services Programming \$250.00
Total for Paul Neumann					\$250.00
Paylocity Payroll Billing					
	10/04/2024	Expense	EFT		4412 Payroll Services \$78.00
	10/18/2024	Expense	ET		4412 Payroll Services \$118.50
Total for Paylocity Payroll Billing					\$196.50
Paylocity Payroll Net					
	10/04/2024	Expense	EFT		4311 Salaried Employees \$19,879.22
	10/04/2024	Expense	EFT		4312 Hourly Employees \$7,466.78
	10/04/2024	Expense	EFT	SL Fan Con pick up basketball arcade game	4454 General Programming \$32.83
	10/04/2024	Expense	EFT	LR Dollar Tree Fan Con	4454 General Programming \$6.25
	10/04/2024	Expense	EFT	BS 09 Sept Homebound Deliveries	4356 Mileage Reimbursement \$27.77
	10/18/2024	Expense	EFT		4311 Salaried Employees \$20,357.56
	10/18/2024	Expense	EFT		4312 Hourly Employees \$7,298.07
	10/18/2024	Expense	EFT	SL Fan Con pick up basketball arcade game	4454 General Programming \$32.83
	10/18/2024	Expense	EFT	LR Dollar Tree Fan Con	4454 General Programming \$6.25
	10/18/2024	Expense	EFT	EN 10 Oct Homebound Deliveries	4356 Mileage Reimbursement \$6.22
	10/18/2024	Expense	EFT	MK ILA	4354 Professional Staff \$229.71
	10/18/2024	Expense	EFT	MM ILA	4354 Professional Staff \$270.65
	10/18/2024	Expense	EFT	EN ILA	4354 Professional Staff \$304.25
	10/18/2024	Expense	EFT	LR Conf Madison WI	4354 Professional Staff \$382.37
	10/18/2024	Expense	EFT	TR ILA	4354 Professional Staff \$40.53
	10/18/2024	Expense	EFT	TF Pizza tip Fan Con	4454 General Programming \$20.00
	10/31/2024	Expense	EFT		4311 Salaried Employees \$19,879.14
	10/31/2024	Expense	EFT		4312 Hourly Employees \$7,034.83
	10/31/2024	Expense	EFT	MKK Target Spice	4451 Youth & Teen Programming \$22.07
	10/31/2024	Expense	EFT	SL Rails Mental Health First Aid 10.23.24	4356 Mileage Reimbursement \$16.75
	10/31/2024	Expense	EFT	TR Target Winter Reading Speaker	4451 Youth & Teen Programming \$7.49
	10/31/2024	Expense	EFT	DS Spirit Committee Michaels/Target	4454 General Programming \$23.79
Total for Paylocity Payroll Net					\$83,345.36
Paylocity Payroll Taxes					
	10/04/2024	Expense	EFT		4311 Salaried Employees \$6,107.57
	10/04/2024	Expense	EFT		4332 FICA Social Security \$2,817.43
	10/04/2024	Expense	EFT		4312 Hourly Employees \$1,297.19
	10/18/2024	Expense	EFT		4311 Salaried Employees \$6,277.07
	10/18/2024	Expense	EFT		4332 FICA Social Security \$2,852.66
	10/18/2024	Expense	EFT		4312 Hourly Employees \$1,269.20
	10/31/2024	Expense	EFT		4311 Salaried Employees \$6,107.65
	10/31/2024	Expense	EFT		4332 FICA Social Security \$2,778.91
	10/31/2024	Expense	EFT		4312 Hourly Employees \$1,222.77
Total for Paylocity Payroll Taxes					\$30,730.45



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Peerless Network, Inc					
10/17/2024	Check	5876	Invoice 61708	4474 Telephone/FAX	\$77.45
Total for Peerless Network, Inc					\$77.45
RAILS					
10/25/2024	Check	5882	seminar	4354 Professional Staff	\$20.00
Total for RAILS					\$20.00
Record -A-Hit-Entertainment					
10/11/2024	Check	5870	12.4.24 Giant Snow Globe Dep	4904 Reimb. - Friends Book Sales	\$450.00
Total for Record -A-Hit-Entertainment					\$450.00
Reliable Fire Equipment Co.					
10/08/2024	Check	5862	Fire Extinguisher inspection	4631 Special Reserves Replenishment	\$203.85
Total for Reliable Fire Equipment Co.					\$203.85
Republic Services					
10/25/2024	Check	5881	Overages 9.25.24 10.9.24	4631 Special Reserves Replenishment	\$215.94
Total for Republic Services					\$215.94
Rivistas, LLC					
10/08/2024	Check	5863	Invoice 19712 Youth Magazine Renewals	4711 Periodicals	\$756.33
10/08/2024	Check	5863	Invoice 19711 PS Magazine Renewals	4711 Periodicals	\$6,392.12
Total for Rivistas, LLC					\$7,148.45
Roy Erikson Outdoor Maintenance					
10/02/2024	Check	5852	10 Oct Lawn Maintenance	4436 Lawn Maintenance	\$915.97
Total for Roy Erikson Outdoor Maintenance					\$915.97
Scholastic Inc. Library					
10/08/2024	Check	5865	Scholastic GO	4710b Databases (Youth)	\$1,310.00
Total for Scholastic Inc. Library					\$1,310.00
SWAN					
10/23/2024	Expense	ACH	Swan Fees Quarter 1	4417 SWAN/OCLC	\$6,830.75
10/23/2024	Expense	ACH	Swan Fees Credit for FY1 Fees	4417 SWAN/OCLC	-\$23.75
Total for SWAN					\$6,807.00
The ScribbleBooks Company					
10/17/2024	Check	5875	10.12.24 Scribble Jim	4451 Youth & Teen Programming	\$475.00
Total for The ScribbleBooks Company					\$475.00
Thurman, Brittany					
10/22/2024	Check	23069	9.28.24 Fan Con	4454 General Programming	\$300.00
Total for Thurman, Brittany					\$300.00
Truty, Marcin					
10/02/2024	Expense	ACH MT	09 September 24 IT Services	4418 Technology	\$5,120.00
Total for Truty, Marcin					\$5,120.00
U.S. Post Office					
10/07/2024	Check	23067	Newsletter postage	4553 Bulk Fees & Permits	\$575.00
10/07/2024	Check	23067	Newsletter postage	4631 Special Reserves Replenishment	\$225.00
Total for U.S. Post Office					\$800.00
Value Line					
10/17/2024	Check	5877	Value Line Research Center	4710a Databases (Adult)	\$6,050.00
Total for Value Line					\$6,050.00
Warehouse Direct					
10/11/2024	Check	5868	Large Liners (2)	4514 Business Office - Supplies	\$91.60
10/11/2024	Check	5868	Sm Liners (1)	4514 Business Office - Supplies	\$31.28
Total for Warehouse Direct					\$122.88
TOTAL CHECKS FOR BOARD APPROVAL					\$208,997.80



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MONTH ENDING: OCTOBER 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	\$12,760.46	\$1,291,635.11	\$1,113.07	\$200.00	\$572.09	\$2,576.01	\$1,308,856.74
WITHDRAWALS	(\$208,997.80)						(\$208,997.80)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$20,000.00	(\$20,000.00)					
	\$60,000.00	(\$60,000.00)					
	\$30,000.00	(\$30,000.00)					
	\$40,000.00	(\$40,000.00)					
DEPOSITS	\$1,079.37	\$26,571.15					\$34,279.93
	\$471.45	\$4,554.02					
	\$25.00						
	\$23.92						
	\$498.25						
	\$1,056.77						
ADJUSTMENTS	\$300.00						\$300.00
INTEREST EARNED	\$0.86	\$4,474.82	\$4.66	N/A	N/A	\$2.47	\$4,482.81
ENDING BALANCE	\$17,218.28	\$1,117,235.10	\$1,117.73	\$200.00	\$572.09	\$2,578.48	\$1,138,921.68
TOTALS	\$1,135,771.11 GENERAL FUND				\$3,150.57 SPECIAL RESERVES FUND		\$1,138,921.68 TOTAL FUND BALANCE
INTEREST RATES	0.02%	4.90%	4.957%	N/A	N/A	1.21%	

TOTAL FUND BALANCE MONTH ENDING: SEPTEMBER 30, 2024

\$1,138,921.68

Check #5834 dated 9/11/24 lost; reissued Check 23069 10/22/24