



# PALOS HEIGHTS PUBLIC LIBRARY

BOARD MOTIONS APPROVED  
2/20/2025

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	JANUARY	\$196,516.92	6.1 to 6.3
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	1/31/2025	N/A	1



PALOS HEIGHTS  
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES  
MONTH ENDING: JANUARY, 2025

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$624.37		\$624.37
CORPORATE REPLACEMENT TAX	\$14,662.24		\$14,662.24
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$266.74		\$266.74
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$391.45		\$391.45
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$513.50		\$513.50
» Miscellaneous	\$1,632.85		\$1,632.85
<b>DONATIONS/GIFTS</b>			\$0.00
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$568.65		\$568.65
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>COPIER</b>	\$613.45		\$613.45
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$2,015.77	\$2.02	\$2,017.79
<b>TOTAL REVENUES</b>	<b>\$21,289.02</b>	<b>\$2.02</b>	<b>\$21,291.04</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$72,057.20		\$72,057.20
» Employee Benefits	\$23,177.00		\$23,177.00
» Staff & Board Development	\$236.71		\$236.71
CONTRACTUAL SERVICES	\$14,135.06		\$14,135.06
BUILDING MAINTENANCE	\$8,180.09		\$8,180.09
INSURANCE	\$24,788.11		\$24,788.11
UTILITIES	\$767.78		\$767.78
SUPPLIES	\$3,045.52		\$3,045.52
CAPITAL EXPENSES	\$16,041.14		\$16,041.14
MEDIA	\$17,793.34		\$17,793.34
REIMBURSEMENTS	\$6,952.02		\$6,952.02
SR PROJECTS	\$9,342.95		\$9,342.95
<b>TOTAL EXPENDITURES</b>	<b>\$196,516.92</b>	<b>\$0.00</b>	<b>\$196,516.92</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	<b>-\$175,227.90</b>	<b>\$2.02</b>	<b>-\$175,225.88</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
**Tansfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00		\$0.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-\$175,227.90</b>	<b>\$2.02</b>	<b>-\$175,225.88</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$778,453.24</b>	<b>\$3,154.96</b>	<b>\$781,608.20</b>
<b>END OF MONTH</b>	<b>\$603,225.34</b>	<b>\$3,156.98</b>	<b>\$606,382.32</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: JANUARY 2025

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
<b>REVENUES</b>					
PROPERTY TAXES	\$1,984,410.78	\$1,984,410.78	\$624.37	\$1,983,786.41	0.03%
CORPORATE REPLACEMENT TAX	\$25,000.00	\$25,000.00	\$14,662.24	\$10,337.76	58.65%
<b>DIRECT REVENUES</b>					
<b>FRONT DESK</b>					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$266.74	\$2,233.26	10.67%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	0.00%
Miscellaneous	\$3,500.00	\$3,500.00	\$391.45	\$3,108.55	11.18%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$513.50	\$10,486.50	4.67%
Miscellaneous	\$12,784.00	\$12,784.00	\$1,632.85	\$11,151.15	12.77%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
Unrestricted	\$15,000.00	\$15,000.00	\$568.65	\$14,431.35	3.79%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$4,000.00	\$4,000.00	\$613.45	\$3,386.55	15.34%
<b>GRANTS</b>	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
<b>INTEREST</b>	\$30,075.00	\$30,075.00	\$2,015.77	\$28,059.23	6.70%
<b>TOTAL REVENUES</b>	<b>\$2,123,870.08</b>	<b>\$2,123,870.08</b>	<b>\$21,289.02</b>	<b>\$2,102,581.06</b>	<b>1.00%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$72,057.20	-\$936,886.22	-92.86%
Employee Benefits	\$319,423.19	\$319,423.19	\$23,177.00	-\$296,246.19	-92.74%
Staff & Board Development	\$11,800.00	\$11,800.00	\$236.71	-\$11,563.29	-97.99%
<b>CONTRACTUAL SERVICES</b>	\$192,077.83	\$192,077.83	\$14,135.06	-\$177,942.77	-92.64%
<b>BUILDING MAINTENANCE</b>	\$51,121.59	\$51,121.59	\$8,180.09	-\$42,941.50	-84.00%
<b>INSURANCE</b>	\$25,279.51	\$25,279.51	\$24,788.11	-\$491.40	-1.94%
<b>UTILITIES</b>	\$12,890.20	\$12,890.20	\$767.78	-\$12,122.42	-94.04%
<b>SUPPLIES</b>	\$28,620.00	\$28,620.00	\$3,045.52	-\$25,574.48	-89.36%
<b>CAPITAL EXPENSES</b>	\$195,523.97	\$195,523.97	\$16,041.14	-\$179,482.83	-91.80%
<b>MEDIA</b>	\$170,585.00	\$170,585.00	\$17,793.34	-\$152,791.66	-89.57%
<b>REIMBURSEMENTS</b>	\$48,894.37	\$48,894.37	\$6,952.02	-\$41,942.35	-85.78%
<b>SR PROJECTS</b>	\$58,711.00	\$58,711.00	\$9,342.95	-\$49,368.05	-84.09%
<b>TOTAL EXPENDITURES</b>	<b>\$2,123,870.08</b>	<b>\$2,123,870.08</b>	<b>\$196,516.92</b>	<b>-\$1,927,353.16</b>	<b>-90.75%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$175,227.90</b>	<b>\$175,227.90</b>	
<b>OTHER FINANCING USES</b>					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
<b>TOTAL OTHER FINANCING USES</b>			<b>\$0.00</b>		
<b>NET CHANGE IN FUND BALANCE</b>			<b>-\$175,227.90</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$428,141.21</b>		
			<b>-\$734,050.69</b>		



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND  
BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: JANUARY 2025

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>					
<b>OPERATIONAL SALARIES</b>					
4311 SALARIED EMPLOYEES	\$774,582.04	\$54,200.22	\$54,200.22	\$720,381.82	93.00%
4312 HOURLY EMPLOYEES	\$229,111.38	\$17,856.98	\$17,856.98	\$211,254.40	92.21%
4313 ADDITIONAL COMPENSATION	\$5,250.00	\$0.00	\$0.00	\$5,250.00	100.00%
<b>TOTAL OPERATIONAL SALARIES</b>	<b>\$1,008,943.42</b>	<b>\$72,057.20</b>	<b>\$72,057.20</b>	<b>\$936,886.22</b>	<b>92.86%</b>
<b>EMPLOYEE BENEFITS</b>					
4331 ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$5,686.31	\$5,686.31	\$78,396.32	93.24%
4332 SOCIAL SECURITY - FICA	\$76,778.12	\$5,465.09	\$5,465.09	\$71,313.03	92.88%
4333 INSURANCE	\$157,362.44	\$12,025.60	\$12,025.60	\$145,336.84	92.36%
4334 CLOTHING	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$319,423.19</b>	<b>\$23,177.00</b>	<b>\$23,177.00</b>	<b>\$296,246.19</b>	<b>92.74%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>					
4351 MEMBERSHIP FEES	\$2,400.00	\$125.00	\$125.00	\$2,275.00	94.79%
4352 BOARD DEVELOPMENT	\$800.00	\$100.00	\$100.00	\$700.00	87.50%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354 PROFESSIONAL STAFF	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$11.71	\$11.71	\$1,088.29	98.94%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>	<b>\$11,800.00</b>	<b>\$236.71</b>	<b>\$236.71</b>	<b>\$11,563.29</b>	<b>97.99%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>	<b>\$1,340,166.61</b>	<b>\$95,470.91</b>	<b>\$95,470.91</b>	<b>\$1,244,695.70</b>	<b>92.88%</b>
<b>CONTRACTUAL SERVICES</b>					
<b>PROFESSIONAL SERVICES</b>					
4361 AUDIT FEES	\$7,450.00	\$0.00	\$0.00	\$7,450.00	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	\$650.00	\$0.00	\$0.00	\$650.00	100.00%
4365 ACCOUNTANT	\$4,950.00	\$505.00	\$505.00	\$4,445.00	89.80%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$15,550.00</b>	<b>\$505.00</b>	<b>\$505.00</b>	<b>\$15,045.00</b>	<b>96.75%</b>
<b>OUTSIDE SERVICES</b>					
4412 PAYROLL SERVICES	\$5,040.00	\$246.86	\$246.86	\$4,793.14	95.10%
4414 ALARM	\$3,600.00	\$1,012.00	\$1,012.00	\$2,588.00	71.89%
4416 MAINTENANCE	\$40,500.00	\$2,909.86	\$2,909.86	\$37,590.14	92.82%
4417 SWAN	\$30,000.00	\$6,830.75	\$6,830.75	\$23,169.25	77.23%
4418 TECHNOLOGY	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00%
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$119,140.00</b>	<b>\$10,999.47</b>	<b>\$10,999.47</b>	<b>\$108,140.53</b>	<b>90.77%</b>
<b>PRINTING</b>					
4424 NEWSLETTER PRINTING	\$19,387.83	\$0.00	\$0.00	\$19,387.83	100.00%
<b>TOTAL PRINTING</b>	<b>\$19,387.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,387.83</b>	<b>100.00%</b>
<b>PROGRAMMING</b>					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$796.62	\$796.62	\$10,203.38	92.76%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$1,803.97	\$1,803.97	\$12,196.03	87.11%
4454 GENERAL PROGRAMMING	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%
<b>TOTAL PROGRAMMING</b>	<b>\$35,000.00</b>	<b>\$2,600.59</b>	<b>\$2,600.59</b>	<b>\$32,399.41</b>	<b>92.57%</b>
<b>PUBLIC RELATIONS</b>					
4461 Public Relations	\$3,000.00	\$30.00	\$30.00	\$2,970.00	99.00%
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$3,000.00</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$2,970.00</b>	<b>99.00%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>	<b>\$192,077.83</b>	<b>\$14,135.06</b>	<b>\$14,135.06</b>	<b>\$177,942.77</b>	<b>92.64%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: JANUARY 2025

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>BUILDING MAINTENANCE</b>						
<b>REPAIRS &amp; MAINTENANCE</b>						
4431	PEST CONTROL	\$856.68	\$64.90	\$64.90	\$791.78	92.42%
4432	HEATING/COOLING SERVICE	\$13,000.00	\$4,640.00	\$4,640.00	\$8,360.00	64.31%
4434	BUILDING REPAIRS	\$12,000.00	\$941.65	\$941.65	\$11,058.35	92.15%
4436	LAWN MAINTENANCE	\$10,053.30	\$135.00	\$135.00	\$9,918.30	98.66%
4437	SNOW REMOVAL	\$6,751.61	\$1,767.00	\$1,767.00	\$4,984.61	73.83%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>\$42,661.59</b>	<b>\$7,548.55</b>	<b>\$7,548.55</b>	<b>\$35,113.04</b>	<b>82.31%</b>
<b>EQUIPMENT MAINTENANCE</b>						
4531	COPIER	\$8,220.00	\$631.54	\$631.54	\$7,588.46	92.32%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
<b>TOTAL EQUIPMENT MAINTENANCE</b>		<b>\$8,460.00</b>	<b>\$631.54</b>	<b>\$631.54</b>	<b>\$7,828.46</b>	<b>92.53%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>		<b>\$51,121.59</b>	<b>\$8,180.09</b>	<b>\$8,180.09</b>	<b>\$42,941.50</b>	<b>84.00%</b>
<b>INSURANCE</b>						
4441	BLDG. & CONTENTS/GLASS/LIMRiCC	\$23,451.56	\$22,649.11	\$22,649.11	\$802.45	3.42%
4443	DISABILITY (WORKMEN'S COMP)	\$1,827.95	\$2,139.00	\$2,139.00	-\$311.05	-17.02%
<b>GROUP TOTAL INSURANCE</b>		<b>\$25,279.51</b>	<b>\$24,788.11</b>	<b>\$24,788.11</b>	<b>\$491.40</b>	<b>1.94%</b>
<b>UTILITIES</b>						
4472	WATER	\$3,000.00	\$227.67	\$227.67	\$2,772.33	92.41%
4473	GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474	TELEPHONE/FAX	\$2,369.60	\$540.11	\$540.11	\$1,829.49	77.21%
4475	INTERNET/LOCAL AREA NET	\$5,520.60	\$0.00	\$0.00	\$5,520.60	100.00%
<b>GROUP TOTAL UTILITIES</b>		<b>\$12,890.20</b>	<b>\$767.78</b>	<b>\$767.78</b>	<b>\$12,122.42</b>	<b>94.04%</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$88.29	\$88.29	\$911.71	91.17%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$373.93	\$373.93	\$1,626.07	81.30%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$1,003.96	\$1,003.96	\$2,196.04	68.63%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$319.81	\$319.81	\$5,680.19	94.67%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$111.57	\$111.57	\$2,938.43	96.34%
4518	LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$103.82	\$103.82	\$1,096.18	91.35%
<b>TOTAL OFFICE SUPPLIES</b>		<b>\$16,950.00</b>	<b>\$2,001.38</b>	<b>\$2,001.38</b>	<b>\$14,948.62</b>	<b>88.19%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>						
4541	MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$1,039.03	\$1,039.03	\$4,310.97	80.58%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>		<b>\$5,350.00</b>	<b>\$1,039.03</b>	<b>\$1,039.03</b>	<b>\$4,310.97</b>	<b>80.58%</b>
<b>MAILING EXPENSES &amp; FEES</b>						
4551	POSTAGE & HANDLING	\$650.00	\$5.11	\$5.11	\$644.89	99.21%
4553	BULK FEES & PERMITS	\$5,670.00	\$0.00	\$0.00	\$5,670.00	100.00%
<b>TOTAL OFFICE EXPENSE</b>		<b>\$6,320.00</b>	<b>\$5.11</b>	<b>\$5.11</b>	<b>\$6,314.89</b>	<b>99.92%</b>
<b>GROUP TOTAL SUPPLIES</b>		<b>\$28,620.00</b>	<b>\$3,045.52</b>	<b>\$3,045.52</b>	<b>\$25,574.48</b>	<b>89.36%</b>
<b>CAPITAL EXPENSES</b>						
4631	SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$16,041.14	\$16,041.14	\$179,482.83	91.80%
<b>GROUP TOTAL CAPITAL EXPENSES</b>		<b>\$195,523.97</b>	<b>\$16,041.14</b>	<b>\$16,041.14</b>	<b>\$179,482.83</b>	<b>91.80%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: JANUARY 2025

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>MEDIA - LIBRARY SUPPLIES</b>					
4710A DATABASES - Adult	\$25,000.00	\$5,464.49	\$5,464.49	\$19,535.51	78.14%
4710B DATABASES - Youth	\$4,700.00	\$0.00	\$0.00	\$4,700.00	100.00%
4711 PERIODICALS	\$12,000.00	\$901.64	\$901.64	\$11,098.36	92.49%
4714 LARGE PRINT	\$5,250.00	\$95.14	\$95.14	\$5,154.86	98.19%
4715 BOOKS - Adult	\$32,900.00	\$2,128.40	\$2,128.40	\$30,771.60	93.53%
4716 BOOKS - Youth	\$33,000.00	\$1,695.42	\$1,695.42	\$31,304.58	94.86%
4717 VIDEOS - Adult	\$4,000.00	\$331.38	\$331.38	\$3,668.62	91.72%
4718 VIDEOS - Youth	\$800.00	\$77.98	\$77.98	\$722.02	90.25%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$0.00	\$0.00	\$3,750.00	100.00%
4721 SOFTWARE	\$10,188.15	\$2,281.33	\$2,281.33	\$7,906.82	77.61%
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	\$28.91	\$28.91	\$971.09	97.11%
4725A E-BOOKS - Adult	\$12,000.00	\$2,382.77	\$2,382.77	\$9,617.23	80.14%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$2,405.88	\$2,405.88	\$11,594.12	82.82%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4727 PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
<b>GROUP TOTAL MEDIA</b>	<b>\$170,585.00</b>	<b>\$17,793.34</b>	<b>\$17,793.34</b>	<b>\$152,791.66</b>	<b>89.57%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>					
4900 MISCELLANEOUS	\$19,094.07	\$1,198.00	\$1,198.00	\$17,896.07	93.73%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$5,192.56	\$5,192.56	\$12,607.74	70.83%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$561.46	\$561.46	\$10,438.54	94.90%
4906a RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>	<b>\$48,894.37</b>	<b>\$6,952.02</b>	<b>\$6,952.02</b>	<b>\$41,942.35</b>	<b>85.78%</b>
<b>SPECIAL RESERVE PROJECTS</b>					
7001 SPECIAL RESERVE - PROJECTS	\$58,711.00	\$9,342.95	\$9,342.95	\$49,368.05	84.09%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>	<b>\$58,711.00</b>	<b>\$9,342.95</b>	<b>\$9,342.95</b>	<b>\$49,368.05</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$2,123,870.08</b>	<b>\$196,516.92</b>	<b>\$196,516.92</b>	<b>\$1,927,353.16</b>	<b>90.75%</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY  
CHECKS FOR BOARD APPROVAL  
MONTH ENDING: JANUARY 2025

Type	Date	Num	Memo	Account	Amount		
Adducci Vega Financial Group, LLC							
	01/13/2025	Check	5964	4365	Accountant	12 Dec Bank Reconciliations Invoice 202057242	\$365.00
	01/21/2025	Check	5977	4365	Accountant	Year End 1096/1099 December 31, 2024 Invoice 202057308	\$140.00
Total for Adducci Vega Financial Group, LLC						\$505.00	
Amazon							
	01/10/2025	Expense	AMAZON PORTAL	4516	Circulation - Supplies	1NWN-44NX-1VMJ	\$40.09
	01/10/2025	Expense	AMAZON PORTAL	4541	Maintenance/Cleaning Supplies	167X-GHJ6-Y91C Toilet paper (8) 12 double rolls	\$68.25
	01/10/2025	Expense	AMAZON PORTAL	4514	Business Office - Supplies	13NK-9Y36-1DFNSupplies	\$92.84
	01/10/2025	Expense	AMAZON PORTAL	4519	Hospitality - Supplies	13NK-9Y36-1DFN Cups/lids	\$103.82
	01/10/2025	Expense	AMAZON PORTAL	4541	Maintenance/Cleaning Supplies	13NK-9Y36-1DFN Supplies	\$340.11
	01/10/2025	Expense	AMAZON PORTAL	4514	Business Office - Supplies	1HFV-3FWT-9V4P	\$128.96
	01/10/2025	Expense	AMAZON PORTAL	4434	Building Repairs	167X-GHJ6-KX76 Coat rack	\$19.95
	01/10/2025	Expense	AMAZON PORTAL	4511	Public Services - Supplies	1WH3-KF49-T3JX	\$65.18
	01/08/2025	Expense	AMAZON PORTAL	4541	Maintenance/Cleaning Supplies	1DCR-97DX-CGKJ Puncture resistant gloves	\$8.68
	01/09/2025	Expense	AMAZON PORTAL	4434	Building Repairs	1VL7-PM7Y-M6L7 (2) Door alarms	\$366.70
	01/13/2025	Expense	AMAZON PORTAL	4541	Maintenance/Cleaning Supplies	1VKF-CNCM-37M6 Dawn Dish soap (2)	\$12.56
	01/13/2025	Expense	AMAZON PORTAL	4515	Technical Services - Supplies	14F1-X3X9-9DQ4	\$49.05
	01/16/2025	Expense	AMAZON PORTAL	4512	Youth & Teen - Supplies	14XT-NTVM-DVRX Jan Supplies	\$373.93
	01/20/2025	Expense	AMAZON PORTAL	4541	Maintenance/Cleaning Supplies	1DW9-7J77-7WGJ Baby Changing pads	\$58.98
	01/21/2025	Expense	AMAZON PORTAL	4515	Technical Services - Supplies	1CRK-47T9-91PR	\$54.76
	01/21/2025	Expense	AMAZON PORTAL	4724	Gadgets & Gizmos	1GLP-WHFG-6LRC	\$28.91
	01/24/2025	Expense	AMAZON PORTAL	4902	Grants	Cables Cat 6 Server Room	\$552.56
	01/24/2025	Expense	AMAZON PORTAL	4904	Reimb. - Friends Book Sales	G&G	\$561.46
	01/24/2025	Expense	AMAZON PORTAL	4514	Business Office - Supplies	01 Jan Supplies	\$103.72
	01/27/2025	Expense	AMAZON PORTAL	4541	Maintenance/Cleaning Supplies	Multifold Towels	\$41.79
	01/27/2025	Expense	AMAZON PORTAL	4451	Youth & Teen Programming	1PPV-PVF4-P997 Winter Programming	\$589.35
	01/27/2025	Expense	AMAZON PORTAL	4516	Circulation - Supplies	1YL1-J3QP-17PW Jan Circ	\$71.48
	01/06/2025	Expense	AMAZON PORTAL	4514	Business Office - Supplies	17QH-JMH7-GJK9 Typewriter ribbons	\$48.96
	01/06/2025	Expense	AMAZON PORTAL	4715	Books - Adult	1WNH-KKLH-1DDJ Onyx Storm (2)	\$41.96
	01/28/2025	Expense	AMAZON PORTAL	4511	Public Services - Supplies	1NVL-PP7X-3VVY	\$16.12
	01/29/2025	Expense	AMAZON PORTAL	4514	Business Office - Supplies	1C3M-V1V6-3G9P Dry erase holder JB	\$11.39
Total for Amazon						\$3,851.56	
Anderson Pest Solutions							
	01/13/2025	Check	5961	4431	Pest Control	Invoice 72608904	\$64.90
Total for Anderson Pest Solutions						\$64.90	
A to Z Databases							
	01/08/2025	Check	5954	4710a	Databases (Adult)	Invoice 124712	\$1,035.00
Total for A to Z Databases						\$1,035.00	
At&T - Fiber Line							
	01/08/2025	Check	5949	4474	Telephone/FAX	Monthly Fee	\$462.61
Total for At&T - Fiber Line						\$462.61	
Baker & Taylor L5040682 Adult Books							
	01/31/2025	Expense	BT PORTAL	4715	Books - Adult	Book Credit	\$-17.09
	01/31/2025	Expense	BT PORTAL	4710a	Databases (Adult)	TS360 Subscription Fee	\$1,739.16
Total for Baker & Taylor L5040682 Adult Books						\$1,722.07	
Baker & Taylor L5346512 Youth Books							
	01/31/2025	Expense	BT PORTAL	4716	Books - Youth	01 JAN YTS	\$717.02
	01/31/2025	Expense	BT PORTAL	4515	Technical Services - Supplies	01 JAN Processing Fee	\$46.20
Total for Baker & Taylor L5346512 Youth Books						\$763.22	
CIT							
	01/09/2025	Check	5958	4531	Copier	Invoice 46292946	\$631.54
Total for CIT						\$631.54	
City Of Palos Heights IMRF							
	01/31/2025	Check	23090	4331	IMRF III. Muni. Ret. Fund	01 January Payment	\$5,686.31
	01/31/2025	Check	23090	2053	IMRF III. Muni. Ret. Fund	FT Employee Contributions	\$2,439.63
	01/31/2025	Check	23090	2054	IMRF III. Muni. Ret. Fund	PT Employee Contributions	\$166.12
	01/31/2025	Check	23090	2055	IMRF III. Muni. Ret. Fund	Employee Vol. Contributions	\$1,178.01
Total for City Of Palos Heights IMRF						\$9,470.07	
City of Palos Hts. - Water Bill							
	01/15/2025	Check	5968	4472	Water	Monthly bill	\$227.67
Total for City of Palos Hts. - Water Bill						\$227.67	
ComEd							
	01/08/2025	Check	5953	4631	Contingency / Special Reserves Replenishment	Billing through 11.27.24	\$16,041.14
Total for ComEd						\$16,041.14	
Cosmopolitan Building Services							
	01/08/2025	Check	5956	4416	Maintenance	01 Jan 25 Invoice 6644	\$2,722.50
Total for Cosmopolitan Building Services						\$2,722.50	
Everest Snow Management, Inc.							
	01/08/2025	Check	5948	4437	Snow Removal	Seasonal Snow removal payment 4 of 4.	\$1,767.00
Total for Everest Snow Management, Inc.						\$1,767.00	
Folding Partition Services, Inc							
	01/06/2025	Check	5978	4434	Building Repairs	Invoice 13531	\$555.00
Total for Folding Partition Services, Inc						\$555.00	
GT Mechanical							
	01/09/2025	Expense	ACH GT	4432	Heating/Cooling Service	Hot water pump 10.31.24	\$210.00
	01/09/2025	Expense	ACH GT	4432	Heating/Cooling Service	Replacement seals HWP1 and 2	\$4,430.00
Total for GT Mechanical						\$4,640.00	



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY  
CHECKS FOR BOARD APPROVAL  
MONTH ENDING: JANUARY 2025

Type	Date	Num	Memo	Account	Amount
Gugala, Valerie					
01/28/2025 Check		5980	4452 Public Services Programming	2.11.25 Lincolns After 1865	\$200.00
<b>Total for Gugala, Valerie</b>					<b>\$200.00</b>
Illinois Library Association					
01/17/2025 Check		5974	4351 Membership Fees	Invoice 302363 S. Snow	\$75.00
<b>Total for Illinois Library Association</b>					<b>\$75.00</b>
Ingram					
01/31/2025 Check		5983	4714 Large Print Books	01 January Invoices	\$95.14
01/31/2025 Check		5983	4715 Books - Adult	01 January Invoices	\$2,103.53
01/31/2025 Check		5983	4716 Books - Youth	01 January Invoices	\$978.40
01/31/2025 Check		5983	4515 Technical Services - Supplies	Pre processing	\$137.61
<b>Total for Ingram</b>					<b>\$3,314.68</b>
Kelly Campos					
01/28/2025 Check		5979	4452 Public Services Programming	2.6.25 Things to Say	\$325.00
<b>Total for Kelly Campos</b>					<b>\$325.00</b>
Libraries First					
01/16/2025 Check		5970	4710a Databases (Adult)	Museum Adventure Pass 2025	\$220.00
<b>Total for Libraries First</b>					<b>\$220.00</b>
Libraries of Illinois Risk Agency					
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Certain Underwriters at Lloyd's	\$3,550.98
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Excess Property 3604-63-43 Chubb	\$4,729.03
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Boiler & Machinery 7643-40-40 Chubb	\$254.53
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Excess Liability Hudson Excess Ins.	\$2,112.42
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Volunteer Liability STARR INDEMNITY AND CASUALTY COMPANY	\$260.31
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Cyber Liability PALOMAR EXCESS AND SURPLUS INS CO	\$655.56
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Gallagher Crisis Protect CERTAIN UNDERWRITERS AT LLOYD'S	\$2,151.73
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	ARTHUR J GALLAGHER RMS BROKERAGE SERVICE FEE	\$1,856.34
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	GALLAGHER BASSETT CLAIMS ADMINISTRATION FEE	\$707.61
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	GALAGHER BASSETT SERVICES LOSS CONTROL SERVICES	\$1,100.00
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	ILA SPONSORSHIP FEE	\$250.00
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	LIRA OPERATIONS FEE	\$530.94
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	LIRA LOSS FUND	\$4,489.66
<b>Total for Libraries of Illinois Risk Agency</b>					<b>\$22,649.11</b>
Library Market					
01/08/2025 Check		5950	4721 Software	Invoice 3830 Library Calendar / Subscription	\$1,500.00
<b>Total for Library Market</b>					<b>\$1,500.00</b>
LIMRICC-Employees					
01/09/2025 Expense	ACH LIM	4900	Miscellaneous - Reimbursements	Retiree Reimb. for Medical Coverage	\$1,198.00
01/09/2025 Expense	ACH LIM	2050	Employee Paid LIMRICC	Employee Paid Benefits	\$618.04
01/09/2025 Expense	ACH LIM	4333	Insurance	01 Jan 25	\$12,025.60
<b>Total for LIMRICC-Employees</b>					<b>\$13,841.64</b>
Mary Beth Sexton					
01/13/2025 Check		5962	4452 Public Services Programming	Card Class Supplies	\$145.50
01/17/2025 Check		5972	4452 Public Services Programming	Card Class Supplies	\$162.50
<b>Total for Mary Beth Sexton</b>					<b>\$308.00</b>
Matt Matkowski					
01/16/2025 Check		23088	4452 Public Services Programming	Pizza showdown program 1.14.25	\$268.47
<b>Total for Matt Matkowski</b>					<b>\$268.47</b>
Midwest Tape					
01/31/2025 Check		5985	4717 Adult Videos	Jan Orders	\$331.38
01/31/2025 Check		5985	4515 Technical Services - Supplies	Pre processing	\$32.19
01/31/2025 Check		5985	4719 Adult Audiobooks	Jan Orders	\$77.98
<b>Total for Midwest Tape</b>					<b>\$441.55</b>
Old National Bank - MasterCard					
01/09/2025 Expense	MasterCard	4451	Youth & Teen Programming	Cricut download Fab Lab	\$1.79
01/09/2025 Expense	MasterCard	7001	Special Reserves Projects	Surface Laptop	\$1,932.91
01/09/2025 Expense	MasterCard	4551	Postage & Handling	OCLC	\$5.11
01/09/2025 Expense	MasterCard	4514	Business Office - Supplies	Copy Paper	\$399.90
01/13/2025 Expense	MasterCard	7001	Special Reserves Projects	B&H Ubiquiti Switches (6)	\$7,410.04
<b>Total for Old National Bank - MasterCard</b>					<b>\$9,749.75</b>
Otis Elevator					
01/15/2025 Expense	OTIS PORTAL	4416	Maintenance	Invoice 100401812939	\$187.36
<b>Total for Otis Elevator</b>					<b>\$187.36</b>
OverDrive, Inc.					
01/08/2025 Check		5951	4725B E-Audiobooks - Adult	H-0110865	\$1,500.00
01/08/2025 Check		5951	4725A E-Books - Adult	H-0110865	\$1,500.00
01/13/2025 Check		5965	4711 Periodicals	CD0165825006287 Magazine renewal 2025	\$901.64
01/20/2025 Check		5975	4725A E-Books - Adult	01658CO25014055	\$882.77
01/20/2025 Check		5976	4725B E-Audiobooks - Adult	01658CO25014058	\$905.88
<b>Total for OverDrive, Inc.</b>					<b>\$5,690.29</b>
Palos Area Chamber of Commerce					
01/17/2025 Check		5973	4351 Membership Fees	2025 Dues	\$50.00
<b>Total for Palos Area Chamber of Commerce</b>					<b>\$50.00</b>
Palos Heights Woman's Club					
01/08/2025 Check		5952	4461 Public Relations	Lorena Rodriguez Club Luncheon Meeting	\$30.00
<b>Total for Palos Heights Woman's Club</b>					<b>\$30.00</b>





# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: JANUARY 2025

Type	Date	Num	Memo	Account	Amount
Paylocity Payroll Billing					
01/10/2025 Expense		PAYLOCITY	4412 Payroll Services	Check date 1.10.25	\$76.50
01/24/2025 Expense		PAYLOCITY	4412 Payroll Services	Check date 1.24.25	\$170.36
<b>Total for Paylocity Payroll Billing</b>					<b>\$246.86</b>
Paylocity Payroll Net					
01/10/2025 Expense		PAYLOCITY	4311 Salaried Employees	Check date 1.10.25	\$18,613.27
01/10/2025 Expense		PAYLOCITY	4312 Hourly Employees	Check date 1.10.25	\$7,430.62
01/10/2025 Expense		PAYLOCITY	4356 Mileage Reimbursement	Homebound deliveries	\$3.80
01/24/2025 Expense		PAYLOCITY	4311 Salaried Employees	Check date 1.24.25	\$19,644.72
01/24/2025 Expense		PAYLOCITY	4312 Hourly Employees	Check date 1.24.25	\$7,624.67
01/24/2025 Expense		PAYLOCITY	4356 Mileage Reimbursement	Homebound deliveries	\$7.91
01/24/2025 Expense		PAYLOCITY	4451 Youth & Teen Programming	MKK Jewel Teen book boxes	\$12.98
01/24/2025 Expense		PAYLOCITY	4511 Public Services - Supplies	MM Jewel Popcorn	\$6.99
<b>Total for Paylocity Payroll Net</b>					<b>\$53,344.96</b>
Paylocity Payroll Taxes					
01/10/2025 Expense		PAYLOCITY	4311 Salaried Employees	Check date 1.10.25	\$5,676.46
01/10/2025 Expense		PAYLOCITY	4332 FICA Social Security	Check date 1.10.25	\$2,667.81
01/10/2025 Expense		PAYLOCITY	4312 Hourly Employees	Check date 1.10.25	\$1,289.92
01/24/2025 Expense		PAYLOCITY	4311 Salaried Employees	Check date 1.24.25	\$6,030.09
01/24/2025 Expense		PAYLOCITY	4332 FICA Social Security	Check date 1.24.25	\$2,797.28
01/24/2025 Expense		PAYLOCITY	4312 Hourly Employees	Check date 1.24.25	\$1,345.65
<b>Total for Paylocity Payroll Taxes</b>					<b>\$19,807.21</b>
Peerless Network, Inc					
01/15/2025 Check		5967	4474 Telephone/FAX	Invoice 67792	\$77.50
<b>Total for Peerless Network, Inc</b>					<b>\$77.50</b>
Petty Cash					
01/30/2025 Check		23089	4452 Public Services Programming	Capri Pizza Reimbursement	\$60.00
<b>Total for Petty Cash</b>					<b>\$60.00</b>
ProQuest					
01/08/2025 Check		5946	4710a Databases (Adult)	Invoice 70859041 Ancestry Library	\$2,470.33
<b>Total for ProQuest</b>					<b>\$2,470.33</b>
Pub Trivia					
01/08/2025 Check		5955	4452 Public Services Programming	12.2.24 Jullianni's REPLACEMENT CHECK FOR CK#5906	\$150.00
<b>Total for Pub Trivia</b>					<b>\$150.00</b>
Quality Alarm System, Inc.					
01/08/2025 Check		5957	4414 Alarm	Invoice 155555 Fire Alarm Testing	\$246.00
01/16/2025 Check		5969	4414 Alarm	Invoice 155129 Jan to March Alarm Service	\$744.00
01/17/2025 Check		5971	4414 Alarm	Invoice 154254 Code change	\$22.00
<b>Total for Quality Alarm System, Inc.</b>					<b>\$1,012.00</b>
Quill Corp.					
01/14/2025 Check		5966	4514 Business Office - Supplies	Invoice 40324166	\$138.21
01/14/2025 Check		5966	4514 Business Office - Supplies	Invoice 40294962	\$79.98
<b>Total for Quill Corp.</b>					<b>\$218.19</b>
RAILS					
01/09/2025 Check		5959	4451 Youth & Teen Programming	Swank Movie License 2025	\$192.50
01/09/2025 Check		5959	4452 Public Services Programming	Swank Movie License 2025	\$192.50
01/31/2025 Check		5982	4352 Board Development	Il Library Laws and Rules	\$100.00
<b>Total for RAILS</b>					<b>\$485.00</b>
Risk Program Administrators					
01/08/2025 Check		5945	4443 Worker's Comp	Work Comp Policy 83WECB5007	\$2,139.00
<b>Total for Risk Program Administrators</b>					<b>\$2,139.00</b>
Roy Erikson Outdoor Maintenance					
01/09/2025 Check		5960	4436 Lawn Maintenance	Fertilizer #3	\$135.00
<b>Total for Roy Erikson Outdoor Maintenance</b>					<b>\$135.00</b>
SWAN					
01/16/2025 Expense		ACH SWAN	4417 SWAN/OCLC	Swan Fees 1.1.25 to 3.31.25	\$6,830.75
<b>Total for SWAN</b>					<b>\$6,830.75</b>
Truty, Marcin					
01/08/2025 Expense		ACH MT	4902 Grants	12 DEC 24 Invoice 24-12	\$4,640.00
<b>Total for Truty, Marcin</b>					<b>\$4,640.00</b>
Warehouse Direct					
01/08/2025 Check		5947	4541 Maintenance/Cleaning Supplies	(1) Facial Tissue	\$112.44
01/08/2025 Check		5947	4541 Maintenance/Cleaning Supplies	(2) Safeguard Soap	\$87.90
01/08/2025 Check		5947	4541 Maintenance/Cleaning Supplies	(4) Sm Liners	\$125.12
01/08/2025 Check		5947	4541 Maintenance/Cleaning Supplies	(4) Lg Liners	\$183.20
<b>Total for Warehouse Direct</b>					<b>\$508.66</b>
Wenstrup, Gary					
01/28/2025 Check		5981	4452 Public Services Programming	2.18.25 History of Bob Marley	\$300.00
<b>Total for Wenstrup, Gary</b>					<b>\$300.00</b>
Zoobean					
01/13/2025 Check		5963	4721 Software	Beanstack Plus 4.1.25 to 4.9.26	\$781.33
<b>Total for Zoobean</b>					<b>\$781.33</b>
<b>TOTAL CHECKS FOR BOARD APPROVAL</b>					<b>\$196,516.92</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION JANUARY 31, 2025

	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	\$23,479.82	\$753,646.75	\$1,126.67	\$200.00	\$572.09	\$2,582.87	\$781,608.20
WITHDRAWALS	(\$196,516.92)						(\$196,516.92)
TRANSFERS	\$80,000.00	(\$80,000.00)					\$0.00
	\$50,000.00	(\$50,000.00)					
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$1,198.00	\$473.00					\$19,273.25
	\$500.00	\$151.37					
	\$201.35						
	\$200.35						
	\$443.45						
	\$475.60						
	\$14,662.24						
	\$967.89						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$1.00	\$2,010.43	\$4.34	N/A	N/A	\$2.02	\$2,017.79
ENDING BALANCE	\$35,612.78	\$566,281.55	\$1,131.01	\$200.00	\$572.09	\$2,584.89	\$606,382.32
TOTALS	\$603,225.34 GENERAL FUND				\$3,156.98 SPECIAL RESERVES FUND		\$606,382.32 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.820%		N/A	N/A	0.920%	

TOTAL FUND BALANCE MONTH ENDING: JANUARY 31, 2025  
\$606,382.32