



**PALOS HEIGHTS
PUBLIC LIBRARY**

**BOARD MOTIONS APPROVED
January 16, 2025**

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	NOVEMBER	\$254,969.86	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:	11/31/2024	N/A	1

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	DECEMBER	\$138,878.08	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:	12/31/2024	N/A	1



	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$3,084.52		\$3,084.52
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$116.99		\$116.99
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$231.00		\$231.00
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$523.25		\$523.25
» Miscellaneous	\$1,382.11		\$1,382.11
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$8.30		\$8.30
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$243.60		\$243.60
GRANTS	\$0.00		\$0.00
INTEREST	\$3,492.30	\$2.29	\$3,494.59
TOTAL REVENUES	\$9,082.07	\$2.29	\$9,084.36
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$76,046.16		\$76,046.16
» Employee Benefits	\$26,467.60		\$26,467.60
» Staff & Board Development	\$594.77		\$594.77
CONTRACTUAL SERVICES	\$11,665.49		\$11,665.49
BUILDING MAINTENANCE	\$2,717.45		\$2,717.45
INSURANCE	\$0.00		\$0.00
UTILITIES	\$127.21		\$127.21
SUPPLIES	\$2,122.82		\$2,122.82
CAPITAL EXPENSES	\$129,217.14		\$129,217.14
MEDIA	\$4,188.66		\$4,188.66
REIMBURSEMENTS	\$1,800.17		\$1,800.17
SR PROJECTS	\$22.39		\$22.39
TOTAL EXPENDITURES	\$254,969.86	\$0.00	\$254,969.86
REVENUES OVER EXPENDITURES			
EXCESS (DEFICIENCY)	-\$245,887.79	\$2.29	-\$245,885.50
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	-\$0.03		\$0.00
<small>Balance brought forward correction.</small>			
TOTAL OTHER FINANCING SOURCES	-\$0.03	\$0.00	-\$0.03
NET CHANGE IN FUND BALANCES	-\$245,887.82	\$2.29	-\$245,885.53
FUND BALANCES, BEGINNING OF MONTH	\$1,135,771.11	\$3,150.57	\$1,138,921.68
END OF MONTH	\$889,883.29	\$3,152.86	\$893,036.15



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: NOVEMBER 2024**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$746,139.40	\$58,797.70	\$686,858.39	\$59,281.01	7.95%
4312 HOURLY EMPLOYEES	\$213,106.60	\$17,248.46	\$198,242.07	\$14,864.53	6.98%
4313 ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$675.00	\$4,525.00	87.02%
TOTAL OPERATIONAL SALARIES	\$964,446.00	\$76,046.16	\$885,775.46	\$78,670.54	8.16%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$8,396.11	\$67,868.97	\$7,379.64	9.81%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$5,608.22	\$67,077.17	\$6,305.15	8.59%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$131,186.83	\$12,666.60	8.81%
4334 CLOTHING	\$1,000.00	\$541.00	\$541.00	\$459.00	45.90%
TOTAL EMPLOYEE BENEFITS	\$293,484.36	\$26,467.60	\$266,673.97	\$26,810.39	9.14%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$193.30	\$2,200.00	\$0.00	0.00%
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	\$309.34	\$5,000.00	\$0.00	0.00%
4355 SUPPORT STAFF	\$1,000.00	\$25.00	\$902.00	\$98.00	9.80%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$67.13	\$860.64	\$139.36	13.94%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$594.77	\$9,722.63	\$777.37	7.40%
GROUP TOTAL PERSONNEL SERVICES	\$1,268,430.36	\$103,108.53	\$1,162,172.06	\$106,258.30	8.38%
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	\$244.00	\$1,627.00	\$373.00	18.65%
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	\$4,015.00	\$699.50	14.84%
TOTAL PROFESSIONAL SERVICES	\$17,886.00	\$609.00	\$13,903.50	\$3,982.50	22.27%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$385.44	\$3,981.56	\$818.44	17.05%
4414 ALARM	\$3,226.00	\$0.00	\$2,728.37	\$497.63	15.43%
4416 MAINTENANCE	\$39,000.00	\$5,308.86	\$36,619.98	\$2,380.02	6.10%
4417 SWAN	\$30,238.74	\$0.00	\$28,579.24	\$1,659.50	5.49%
4418 TECHNOLOGY	\$38,010.00	\$4,101.37	\$38,010.00	\$0.00	0.00%
TOTAL OUTSIDE SERVICES	\$115,274.74	\$9,795.67	\$109,919.15	\$5,355.59	4.65%
PRINTING					
4424 NEWSLETTER PRINTING	\$18,823.14	\$0.00	\$15,874.20	\$2,948.94	15.67%
TOTAL PRINTING	\$18,823.14	\$0.00	\$15,874.20	\$2,948.94	15.67%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$570.93	\$8,374.39	\$1,625.61	16.26%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$350.99	\$11,232.94	\$1,767.06	13.59%
4454 GENERAL PROGRAMMING	\$9,000.00	\$255.96	\$5,563.03	\$3,436.97	38.19%
TOTAL PROGRAMMING	\$32,000.00	\$1,177.88	\$25,170.36	\$6,829.64	21.34%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$82.94	\$2,890.19	\$109.81	3.66%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$82.94	\$2,890.19	\$109.81	3.66%
GROUP TOTAL CONTRACTUAL SERVICES	\$186,983.88	\$11,665.49	\$167,757.40	\$19,226.48	10.28%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: NOVEMBER 2024**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$64.90	\$713.90	\$142.78	16.67%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$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	\$915.97	\$8,808.70	\$765.87	8.00%
4437 SNOW REMOVAL	\$6,554.96	\$1,429.96	\$6,554.96	\$0.00	0.00%
TOTAL REPAIRS & MAINTENANCE	\$38,586.21	\$2,410.83	\$37,677.56	\$908.65	2.35%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$306.62	\$7,578.48	\$0.00	0.00%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$7,818.48	\$306.62	\$7,578.48	\$240.00	3.07%
GROUP TOTAL BUILDING MAINTENANCE	\$46,404.69	\$2,717.45	\$45,256.04	\$1,148.65	2.48%
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	\$127.21	\$2,150.90	\$474.10	18.06%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$0.00	\$4,022.22	\$2,295.90	36.34%
GROUP TOTAL UTILITIES	\$14,193.12	\$127.21	\$8,923.12	\$5,270.00	37.13%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$0.00	\$764.41	\$235.59	23.56%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$98.47	\$763.01	\$1,236.99	61.85%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$565.98	\$2,908.10	\$291.90	9.12%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$117.26	\$5,322.71	\$677.29	11.29%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$763.40	\$3,050.00	\$0.00	0.00%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$467.47	\$467.47	\$532.53	53.25%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$75.18	\$561.23	\$638.77	53.23%
TOTAL OFFICE SUPPLIES	\$17,450.00	\$2,087.76	\$13,836.93	\$3,613.07	20.71%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$35.06	\$4,450.01	-\$0.01	0.00%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$35.06	\$4,450.01	-\$0.01	0.00%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$600.00	\$0.00	\$486.41	\$113.59	18.93%
4553 BULK FEES & PERMITS	\$4,095.00	\$0.00	\$4,095.00	\$0.00	0.00%
TOTAL OFFICE EXPENSE	\$4,695.00	\$0.00	\$4,581.41	\$113.59	2.42%
GROUP TOTAL SUPPLIES	\$26,595.00	\$2,122.82	\$22,868.35	\$3,726.65	14.01%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$129,217.14	\$188,422.70	\$290,077.30	60.62%
GROUP TOTAL CAPITAL EXPENSES	\$478,500.00	\$129,217.14	\$188,422.70	\$290,077.30	60.62%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: NOVEMBER 2024**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$27,000.00	\$0.00	\$21,498.23	\$5,501.77	20.38%
4710B DATABASES - Youth	\$6,000.00	\$0.00	\$4,393.16	\$1,606.84	26.78%
4711 PERIODICALS	\$14,500.00	\$0.00	\$8,106.09	\$6,393.91	44.10%
4712 CONTINUATIONS	\$600.00	\$19.15	\$377.85	\$222.15	37.03%
4714 LARGE PRINT	\$5,500.00	\$417.22	\$4,461.59	\$1,038.41	18.88%
4715 BOOKS - Adult	\$32,300.00	\$1,486.79	\$26,458.69	\$5,841.31	18.08%
4716 BOOKS - Youth	\$33,000.00	\$680.82	\$30,637.36	\$2,362.64	7.16%
4717 VIDEOS - Adult	\$4,500.00	\$11.99	\$3,158.49	\$1,341.51	29.81%
4718 VIDEOS - Youth	\$1,300.00	\$0.00	\$560.74	\$739.26	56.87%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$313.35	\$1,743.71	\$256.29	12.81%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$1,365.76	\$1,884.24	57.98%
4721 SOFTWARE	\$11,795.70	\$850.00	\$10,152.07	\$1,643.63	13.93%
4722 REALIA	\$1,000.00	\$16.37	\$589.30	\$410.70	41.07%
4723A VIDEO GAMES - Youth	\$1,300.00	\$392.97	\$1,011.04	\$288.96	22.23%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
4725A E-BOOKS - Adult	\$10,000.00	\$0.00	\$9,819.70	\$180.30	1.80%
4725B E-AUDIOBOOKS - ADULT	\$13,000.00	\$0.00	\$12,053.56	\$946.44	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	\$4,188.66	\$146,273.83	\$33,005.12	18.41%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$18,184.83	\$1,170.92	\$10,654.48	\$7,530.35	41.41%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,920.98	-\$120.68	-0.68%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$382.44	\$9,472.30	\$1,527.70	13.89%
4906a RESTRICTED DONATIONS	\$1,000.00	\$246.81	\$789.97	\$210.03	21.00%
4906b FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$47,985.13	\$1,800.17	\$38,837.73	\$9,147.40	19.06%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$25,000.00	\$22.39	\$25,000.00	\$0.00	0.00%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$25,000.00	\$22.39	\$25,000.00	\$0.00	
TOTAL EXPENDITURES	\$2,296,458.69	\$254,969.86	\$1,828,598.79	\$467,859.90	20.37%



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
A Cozy Fireplace					
Check	11/04/2024	5886	Invoice 25523 Fireplace Inspection /	4631 Contingency / Special Reserves	250.00
Total for A Cozy Fireplace					<u>\$250.00</u>
Adducci Vega Financial Group, LLC					
Check	11/12/2024	5901	10 Oct Bank Reconciliations Invoice	4365 Accountant	365.00
Total for Adducci Vega Financial Group, LLC					<u>\$365.00</u>
Amazon					
Expense	11/04/2024	Amazon Portal	Return Cups for hot coco not thick enough	4900 Miscellaneous - Reimbursements	91.55
Expense	11/04/2024	Amazon Portal	Kringle Market candy	4454 General Programming	22.56
Expense	11/04/2024	Amazon Portal	Office supplies	4514 Business Office - Supplies	93.84
Expense	11/06/2024	AMAZON PORTAL	Kringle Market Hot Coco	4454 General Programming	60.50
Expense	11/06/2024	AMAZON PORTAL	Hot Cups	4454 General Programming	172.90
Expense	11/06/2024	AMAZON PORTAL	Supplies	4518 Local History - Supplies	207.50
Expense	11/11/2024	AMAZON PORTAL	Supplies	4516 Circulation - Supplies	17.99
Expense	11/11/2024	AMAZON PORTAL	Supplies	4518 Local History - Supplies	13.68
Expense	11/21/2024	AMAZON PORTAL	Supplies	4514 Business Office - Supplies	188.58
Expense	11/21/2024	AMAZON PORTAL	Credit	4514 Business Office - Supplies	-91.55
Expense	11/21/2024	AMAZON PORTAL	Supplies	4514 Business Office - Supplies	131.97
Total for Amazon					<u>\$909.52</u>
Anderson Pest Solutions					
Check	11/11/2024	5895	Invoice 70273206	4431 Pest Control	64.90
Total for Anderson Pest Solutions					<u>\$64.90</u>
Baker & Taylor C205293 Continuations					
Expense	11/06/2024	BT PORTAL	10 October Continuations	4712 Continuations	19.15
Total for Baker & Taylor C205293 Continuations					<u>\$19.15</u>
Baker & Taylor L5040682 Adult Books					
Check	11/06/2024	5893	2038662899	4719 Audiobooks - Adult	25.49
Check	11/06/2024	5893	0003283694	4719 Audiobooks - Adult	-23.07
Total for Baker & Taylor L5040682 Adult Books					<u>\$2.42</u>
Baker & Taylor L5346512 Youth Books					
Expense	11/06/2024	BT PORTAL	10 OCT YTS	4716 Books - Youth	637.81
Expense	11/06/2024	BT PORTAL	10 OCT Pre Processing Fee	4515 Technical Services - Supplies	33.60
Total for Baker & Taylor L5346512 Youth Books					<u>\$671.41</u>
Baker & Taylor L5394112 Gift Fund					
Expense	11/06/2024	BT PORTAL	CK-SZENIAWSKI	4906a Reimb. - Restricted Donations	17.45
Expense	11/06/2024	BT PORTAL	CK-SZENIAWSKI	4906a Reimb. - Restricted Donations	59.01
Expense	11/06/2024	BT PORTAL	TERMATT-PHWK	4906a Reimb. - Restricted Donations	24.45
Total for Baker & Taylor L5394112 Gift Fund					<u>\$100.91</u>
CENGAGE/Gale Learning					
Check	11/06/2024	5890	10 Oct Invoices	4714 Large Print Books	181.54
Total for CENGAGE/Gale Learning					<u>\$181.54</u>
CIT					
Check	11/11/2024	5896	Invoice 45918816	4531 Copier	306.62
Check	11/11/2024	5896	Invoice 45918816	4631 Contingency / Special Reserves	324.92
Total for CIT					<u>\$631.54</u>
City Of Palos Heights					
Check	11/04/2024	5887	Business License	4362 Legal Fees	150.00
Total for City Of Palos Heights					<u>\$150.00</u>
City Of Palos Heights IMRF					
Check	11/29/2024	23082	11 November Payment	4331 IMRF III. Muni. Ret. Fund	8,396.11
Check	11/29/2024	23082	11 November Payment	2055 Employee Paid Vol. IMRF	2,070.64
Check	11/29/2024	23082	11 November Payment	2054 PT Employee Contribution IMRF	234.24
Check	11/29/2024	23082	11 November Payment	2053 FT Employee Contribution IMRF	3,815.32
Total for City Of Palos Heights IMRF					<u>\$14,516.31</u>
Cosmopolitan Building Services					
Check	11/11/2024	5897	11 Nov Janitorial Services Invoice 6642	4416 Maintenance	2,722.50
Total for Cosmopolitan Building Services					<u>\$2,722.50</u>
Demco					
Check	11/11/2024	5898	Invoice 7564052 Supplies	4512 Youth & Teen - Supplies	98.47
Check	11/12/2024	5902	Invoice 7561993	4518 Local History - Supplies	246.29
Check	11/12/2024	5903	Invoice 7565457 Cart	4516 Circulation - Supplies	404.87
Check	11/12/2024	5903	Invoice 7565457 Cart	4631 Contingency / Special Reserves	190.00
Total for Demco					<u>\$939.63</u>



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Account	Amount
Employee Benefits Corporation					
Check	11/21/2024	5905	BESTflex Premium Only renewal	4351 Membership Fees	193.30
Check	11/21/2024	5905	BESTflex Premium Only renewal	4631 Contingency / Special Reserves	81.70
Total for Employee Benefits Corporation					\$275.00
Everest Snow Management, Inc.					
Check	11/04/2024	5888	Seasonal Snow removal payment 2 of 4.	4437 Snow Removal	1,429.96
Check	11/04/2024	5888	Seasonal Snow removal payment 2 of 4.	4631 Contingency / Special Reserves	337.04
Total for Everest Snow Management, Inc.					\$1,767.00
GT Mechanical					
Expense	11/22/2024	ACH GT	BiAnnual Maintenance	4416 Maintenance	2,329.00
Total for GT Mechanical					\$2,329.00
High 5 Heights					
Check	11/21/2024	23074	Staff TShirts	4334 Staff Apparel	541.00
Total for High 5 Heights					\$541.00
Hilary Rhodes					
Check	11/05/2024	23073	Hawley donation - Park Printing invoice	4906a Reimb. - Restricted Donations	13.00
Total for Hilary Rhodes					\$13.00
Illinois Office of the State Fire Marshal					
Check	11/11/2024	5899	Chiller inspection	4416 Maintenance	70.00
Total for Illinois Office of the State Fire Marshal					\$70.00
Independent Construction Services					
Check	11/07/2024	5894	Parking Lot Meetings October	4631 Contingency / Special Reserves	1,470.00
Total for Independent Construction Services					\$1,470.00
Ingram					
Check	11/06/2024	5892	10 October Invoices	4714 Large Print Books	235.68
Check	11/06/2024	5892	10 October Invoices	4715 Books - Adult	1,482.16
Check	11/06/2024	5892	10 October Pre processing fee	4515 Technical Services - Supplies	60.39
Check	11/06/2024	5892	10 October Invoices	4716 Books - Youth	38.38
Check	11/06/2024	5892	Graf for Gallagher	4906a Reimb. - Restricted Donations	32.21
Total for Ingram					\$1,848.82
Klein, Thorpe And Jenkins					
Check	11/21/2024	5904	Services through 10.31.24 copytrak	4362 Legal Fees	94.00
Total for Klein, Thorpe And Jenkins					\$94.00
LIMRiCC-Employees					
Expense	11/06/2024	ACH LIM	11 November	4333 Insurance	11,922.27
Expense	11/06/2024	ACH LIM	Employee Health Benefits	2050 Employee Paid LIMRiCC	654.76
Expense	11/06/2024	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	1,079.37
Total for LIMRiCC-Employees					\$13,656.40
Old National Bank - MasterCard					
Expense	11/04/2024	MasterCard	Disney Plus	4451 Youth & Teen Programming	9.99
Expense	11/04/2024	MasterCard	Sip/Google	4474 Telephone/FAX	127.21
Expense	11/04/2024	MasterCard	OCLC	4551 Postage & Handling	29.95
Expense	11/04/2024	MasterCard	Duo	4721 Software	120.00
Expense	11/04/2024	MasterCard	Gingerbread Houses	4451 Youth & Teen Programming	143.64
Expense	11/04/2024	MasterCard	Winter Reading	4451 Youth & Teen Programming	384.41
Expense	11/04/2024	MasterCard	Supplies	4514 Business Office - Supplies	243.14
Expense	11/04/2024	MasterCard	Circ Supplies	4516 Circulation - Supplies	340.54
Expense	11/04/2024	MasterCard	Coffee	4519 Hospitality - Supplies	75.18
Expense	11/04/2024	MasterCard	Fab Lab Supplies	4904 Reimb. - Friends Book Sales	133.82
Expense	11/04/2024	MasterCard	Hawley donation	4906a Reimb. - Restricted Donations	100.69
Expense	11/04/2024	MasterCard	Video games	4723B Video Games - Youth	392.97
Expense	11/04/2024	MasterCard	Replacement charger	4722 Realia	16.37
Expense	11/04/2024	MasterCard	Adobe Acrobat/Tech Soup	4721 Software	65.00
Expense	11/04/2024	MasterCard	Papercut	4721 Software	665.00
Expense	11/04/2024	MasterCard	Wifi access points (9) B&H Photo	4631 Contingency / Special Reserves	2,300.22
Expense	11/04/2024	MasterCard	Sympathy flowers/Veterans day Etsy	4461 Public Relations	82.94
Expense	11/04/2024	MasterCard	Blu Ray Knives Out	4452 Public Services Programming	6.99
Expense	11/04/2024	MasterCard	Cables/Surface Dock	4631 Contingency / Special Reserves	473.30
Expense	11/04/2024	MasterCard	People Facts/new staff background check	4631 Contingency / Special Reserves	28.24
Expense	11/04/2024	MasterCard	ILA Marriott T. Ruzsala (split with 4631)	4354 Professional Staff	309.34
Expense	11/04/2024	MasterCard	ILA T Ruzsala/Navarro Marriott / Elevator	4631 Contingency / Special Reserves	953.33
Expense	11/04/2024	MasterCard	ILA T Ruzsala/Navarro Marriott / Elevator	4904 Reimb. - Friends Book Sales	248.62
Total for Old National Bank - MasterCard					\$7,250.89



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Matteson Public Library					
Check	11/21/2024	23075	C. Busch Library Day Workplace	4355 Support Staff	25.00
Total for Matteson Public Library					\$25.00
McGill Construction					
Check	11/25/2024	23077	Invoice 25180 Parking lot Pay App 1	4631 Contingency / Special Reserves	81,033.00
Check	11/25/2024	23077	Replace Concrete Sidewalks	4631 Contingency / Special Reserves	10,230.00
Check	11/25/2024	23077	Replace Concrete Curbs	4631 Contingency / Special Reserves	7,854.00
Check	11/25/2024	23077	10% Retention	4631 Contingency / Special Reserves	-9,911.70
Check	11/25/2024	23079	Invoice 25199 Parking lot Change Order	4631 Contingency / Special Reserves	8,265.15
Check	11/25/2024	23079	Invoice 25199 Retention 10%	4631 Contingency / Special Reserves	9,911.70
Total for McGill Construction					\$107,382.15
Michalski, Brian					
Check	11/04/2024	5884	11.12.24 Wild West Africa	4452 Public Services Programming	325.00
Total for Michalski, Brian					\$325.00
Midwest Tape - 19730					
Check	11/06/2024	5891	10 October Invoices	4717 Videos - Adult	11.99
Check	11/06/2024	5891	10 October Invoices	4719 Audiobooks - Adult	310.93
Check	11/06/2024	5891	10 October Pre processing fee	4515 Technical Services - Supplies	23.27
Total for Midwest Tape - 19730					\$346.19
Otis Elevator					
Expense	11/21/2024	OTIS PORTAL	Invoice 100401746428	4416 Maintenance	187.36
Total for Otis Elevator					\$187.36
Paylocity Payroll Billing					
Expense	11/01/2024	EFT		4412 Payroll Services	134.97
Expense	11/15/2024	EFT		4412 Payroll Services	78.00
Expense	11/29/2024	EFT		4412 Payroll Services	172.47
Total for Paylocity Payroll Billing					\$385.44
Paylocity Payroll Net					
Expense	11/15/2024	EFT		4311 Salaried Employees	21,163.96
Expense	11/15/2024	EFT		4312 Hourly Employees	7,103.27
Expense	11/15/2024	EFT	CD Halloween Candy	4451 Youth & Teen Programming	32.89
Expense	11/15/2024	EFT	LR Mileage B&T	4356 Mileage Reimbursement	67.13
Expense	11/29/2024	EFT		4311 Salaried Employees	18,635.77
Expense	11/29/2024	EFT		4312 Hourly Employees	7,417.54
Expense	11/29/2024	EFT	OCLC	4551 Postage & Handling	5.11
Expense	11/29/2024	EFT	Duplicate book return	4715 Books - Adult	4.63
Expense	11/29/2024	EFT	Duplicate book return	4716 Books - Youth	4.63
Total for Paylocity Payroll Net					\$54,434.93
Paylocity Payroll Taxes					
Expense	11/15/2024	EFT		4311 Salaried Employees	6,740.90
Expense	11/15/2024	EFT		4332 FICA Social Security	2,942.61
Expense	11/15/2024	EFT		4312 Hourly Employees	1,229.64
Expense	11/29/2024	EFT		4311 Salaried Employees	5,716.35
Expense	11/29/2024	EFT		4332 FICA Social Security	2,665.61
Expense	11/29/2024	EFT		4312 Hourly Employees	1,263.77
Total for Paylocity Payroll Taxes					\$20,558.88
Product LLC					
Check	11/11/2024	5900	Invoice 1650.0827 Parking lot	4631 Contingency / Special Reserves	12,650.00
Check	11/11/2024	5900	Invoice 1650.0848 Parking lot	4631 Contingency / Special Reserves	2,077.61
Check	11/11/2024	5900		7001 Special Reserves Projects	22.39
Total for Product LLC					\$14,750.00
Roy Erikson Outdoor Maintenance					
Check	11/04/2024	5889	11 Nov. Lawn Maintenance	4436 Lawn Maintenance	915.97
Total for Roy Erikson Outdoor Maintenance					\$915.97
The Cancer Support Center					
Check	11/04/2024	5885	11.21.24 Healthy Winter Smoothies	4452 Public Services Programming	19.00
Total for The Cancer Support Center					\$19.00
Truty, Marcin					
Expense	11/04/2024	ACH Marcin	10 October 24 IT Services (partial)	4418 Technology	4,101.37
Expense	11/04/2024	ACH Marcin	10 October 24 IT Services (partial)	4631 Contingency / Special Reserves	698.63
Total for Truty, Marcin					\$4,800.00
TOTAL CHECKS FOR BOARD APPROVAL					254,969.86



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
MONTH ENDING: NOVEMBER 2024

ACCOUNT	GENERAL FUND				SPECIAL RESERVES FUND		TOTAL FUND BALANCE
	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	
BEGINNING BALANCE	\$17,218.28	\$1,117,235.10	\$1,117.73	\$200.00	\$572.09	\$2,578.48	\$1,138,921.68
WITHDRAWALS	(\$254,969.86)						(\$254,969.86)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$75,000.00	(\$75,000.00)					
	\$97,470.45	(\$97,470.45)					
	\$50,000.00	(\$50,000.00)					
DEPOSITS	\$1,079.37	\$3,084.52					\$5,589.77
	\$476.00						
	\$302.74						
	\$227.14						
	\$420.00						
ADJUSTMENTS	(\$0.03)						(\$0.03)
INTEREST EARNED	\$1.27	\$3,486.32	\$4.71	N/A	N/A	\$2.29	\$3,494.59
ENDING BALANCE	\$47,225.36	\$841,335.49	\$1,122.44	\$200.00	\$572.09	\$2,580.77	\$893,036.15
TOTALS	\$889,883.29 GENERAL FUND				\$3,152.86 SPECIAL RESERVES FUND		\$893,036.15 TOTAL FUND BALANCE
INTEREST RATES	0.02%	4.39%	4.797%	N/A	N/A	1.09%	

TOTAL FUND BALANCE MONTH ENDING: NOVEMBER 30, 2024

\$893,036.15

Balance brought forward adjustment



	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$19,690.48		\$19,690.48
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$312.20		\$312.20
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$879.50		\$879.50
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$1,326.50		\$1,326.50
» Miscellaneous	\$1,079.37		\$1,079.37
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$578.12		\$578.12
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$955.95		\$955.95
GRANTS	\$0.00		\$0.00
INTEREST	\$2,625.91	\$2.10	\$2,628.01
TOTAL REVENUES	\$27,448.03	\$2.10	\$27,450.13
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$74,043.79		\$74,043.79
» Employee Benefits	\$21,350.46		\$21,350.46
» Staff & Board Development	\$49.59		\$49.59
CONTRACTUAL SERVICES	\$9,780.72		\$9,780.72
BUILDING MAINTENANCE	\$432.90		\$432.90
INSURANCE	\$0.00		\$0.00
UTILITIES	\$726.23		\$726.23
SUPPLIES	\$1,288.30		\$1,288.30
CAPITAL EXPENSES	\$12,909.56		\$12,909.56
MEDIA	\$14,276.14		\$14,276.14
REIMBURSEMENTS	\$4,020.39		\$4,020.39
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$138,878.08	\$0.00	\$138,878.08
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$111,430.05	\$2.10	-\$111,427.95
OTHER FINANCING SOURCES (USES)			
**Tansfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	-\$111,430.05	\$2.10	-\$111,427.95
FUND BALANCES, BEGINNING OF MONTH			
	\$889,883.29	\$3,152.86	\$893,036.15
END OF MONTH	\$778,453.24	\$3,154.96	\$781,608.20



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: DECEMBER 2024**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$746,139.40	\$52,418.31	\$739,276.70	\$6,862.70	0.92%
4312 HOURLY EMPLOYEES	\$213,106.60	\$17,254.82	\$215,496.89	-\$2,390.29	-1.12%
4313 ADDITIONAL COMPENSATION	\$5,200.00	\$4,370.66	\$5,045.66	\$154.34	2.97%
TOTAL OPERATIONAL SALARIES	\$964,446.00	\$74,043.79	\$959,819.25	\$4,626.75	0.48%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$5,224.83	\$73,093.80	\$2,154.81	2.86%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$5,286.33	\$72,363.50	\$1,018.82	1.39%
4333 INSURANCE	\$143,853.43	\$10,839.30	\$142,026.13	\$1,827.30	1.27%
4334 CLOTHING	\$1,000.00	\$0.00	\$541.00	\$459.00	45.90%
TOTAL EMPLOYEE BENEFITS	\$293,484.36	\$21,350.46	\$288,024.43	\$5,459.93	1.86%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$0.00	\$2,200.00	\$0.00	0.00%
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	\$0.00	\$5,000.00	\$0.00	0.00%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$902.00	\$98.00	9.80%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$49.59	\$910.23	\$89.77	8.98%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$49.59	\$9,772.22	\$727.78	6.93%
GROUP TOTAL PERSONNEL SERVICES	\$1,268,430.36	\$95,443.84	\$1,257,615.90	\$10,814.46	0.85%
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	\$0.00	\$1,627.00	\$373.00	18.65%
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	\$4,380.00	\$334.50	7.10%
TOTAL PROFESSIONAL SERVICES	\$17,886.00	\$365.00	\$14,268.50	\$3,617.50	20.23%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$246.86	\$4,228.42	\$571.58	11.91%
4414 ALARM	\$3,226.00	\$0.00	\$2,728.37	\$497.63	15.43%
4416 MAINTENANCE	\$39,000.00	\$2,380.02	\$39,000.00	\$0.00	0.00%
4417 SWAN	\$30,238.74	\$0.00	\$28,579.24	\$1,659.50	5.49%
4418 TECHNOLOGY	\$38,010.00	\$0.00	\$38,010.00	\$0.00	0.00%
TOTAL OUTSIDE SERVICES	\$115,274.74	\$2,626.88	\$112,546.03	\$2,728.71	2.37%
PRINTING					
4424 NEWSLETTER PRINTING	\$18,823.14	\$2,948.94	\$18,823.14	\$0.00	0.00%
TOTAL PRINTING	\$18,823.14	\$2,948.94	\$18,823.14	\$0.00	0.00%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$757.86	\$9,132.25	\$867.75	8.68%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$1,343.00	\$12,575.94	\$424.06	3.26%
4454 GENERAL PROGRAMMING	\$9,000.00	\$1,632.44	\$7,195.47	\$1,804.53	20.05%
TOTAL PROGRAMMING	\$32,000.00	\$3,733.30	\$28,903.66	\$3,096.34	9.68%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$106.60	\$2,996.79	\$3.21	0.11%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$106.60	\$2,996.79	\$3.21	0.11%
GROUP TOTAL CONTRACTUAL SERVICES	\$186,983.88	\$9,780.72	\$177,538.12	\$9,445.76	5.05%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: DECEMBER 2024**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$64.90	\$778.80	\$77.88	9.09%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$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	\$368.00	\$9,176.70	\$397.87	4.16%
4437 SNOW REMOVAL	\$6,554.96	\$0.00	\$6,554.96	\$0.00	0.00%
TOTAL REPAIRS & MAINTENANCE	\$38,586.21	\$432.90	\$38,110.46	\$475.75	1.23%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$0.00	\$7,578.48	\$0.00	0.00%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$7,818.48	\$0.00	\$7,578.48	\$240.00	3.07%
GROUP TOTAL BUILDING MAINTENANCE	\$46,404.69	\$432.90	\$45,688.94	\$715.75	1.54%
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	\$416.12	\$2,567.02	\$57.98	2.21%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$310.11	\$4,332.33	\$1,985.79	31.43%
GROUP TOTAL UTILITIES	\$14,193.12	\$726.23	\$9,649.35	\$4,543.77	32.01%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$149.06	\$913.47	\$86.53	8.65%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$498.29	\$1,261.30	\$738.70	36.94%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$205.65	\$3,113.75	\$86.25	2.70%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$416.28	\$5,738.99	\$261.01	4.35%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$0.00	\$3,050.00	\$0.00	0.00%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$467.47	\$532.53	53.25%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$561.23	\$638.77	53.23%
TOTAL OFFICE SUPPLIES	\$17,450.00	\$1,269.28	\$15,106.21	\$2,343.79	13.43%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$0.00	\$4,450.01	-\$0.01	0.00%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$0.00	\$4,450.01	-\$0.01	0.00%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$600.00	\$19.02	\$505.43	\$94.57	15.76%
4553 BULK FEES & PERMITS	\$4,095.00	\$0.00	\$4,095.00	\$0.00	0.00%
TOTAL OFFICE EXPENSE	\$4,695.00	\$19.02	\$4,600.43	\$94.57	2.01%
GROUP TOTAL SUPPLIES	\$26,595.00	\$1,288.30	\$24,156.65	\$2,438.35	9.17%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$12,909.56	\$201,332.26	\$277,167.74	57.92%
GROUP TOTAL CAPITAL EXPENSES	\$478,500.00	\$12,909.56	\$201,332.26	\$277,167.74	57.92%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: DECEMBER 2024**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$27,000.00	\$2,432.00	\$23,930.23	\$3,069.77	11.37%
4710B DATABASES - Youth	\$6,000.00	\$0.00	\$4,393.16	\$1,606.84	26.78%
4711 PERIODICALS	\$14,500.00	\$986.77	\$9,092.86	\$5,407.14	37.29%
4712 CONTINUATIONS	\$600.00	\$162.71	\$540.56	\$59.44	9.91%
4714 LARGE PRINT	\$5,500.00	\$538.37	\$4,999.96	\$500.04	9.09%
4715 BOOKS - Adult	\$32,300.00	\$2,678.55	\$29,137.24	\$3,162.76	9.79%
4716 BOOKS - Youth	\$33,000.00	\$1,936.77	\$32,574.13	\$425.87	1.29%
4717 VIDEOS - Adult	\$4,500.00	\$1,143.41	\$4,301.90	\$198.10	4.40%
4718 VIDEOS - Youth	\$1,300.00	\$157.43	\$718.17	\$581.83	44.76%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$0.00	\$1,743.71	\$256.29	12.81%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$912.84	\$2,278.60	\$971.40	29.89%
4721 SOFTWARE	\$11,795.70	\$1,472.16	\$11,624.23	\$171.47	1.45%
4722 REALIA	\$1,000.00	\$219.99	\$809.29	\$190.71	19.07%
4723A VIDEO GAMES - Youth	\$1,300.00	\$227.09	\$1,238.13	\$61.87	4.76%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
4725A E-BOOKS - Adult	\$10,000.00	\$0.00	\$9,819.70	\$180.30	1.80%
4725B E-AUDIOBOOKS - ADULT	\$13,000.00	\$923.77	\$12,977.33	\$22.67	0.17%
4726 EBOOKS - Youth	\$3,500.00	\$484.28	\$3,375.29	\$124.71	3.56%
4727 PRESS READER	\$7,733.25	\$0.00	\$5,995.48	\$1,737.77	22.47%
GROUP TOTAL MEDIA	\$179,278.95	\$14,276.14	\$160,549.97	\$18,728.98	10.45%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$18,184.83	\$1,079.37	\$11,733.85	\$6,450.98	35.47%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,920.98	-\$120.68	-0.68%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$2,772.94	\$12,245.24	-\$1,245.24	-11.32%
4906a RESTRICTED DONATIONS	\$1,000.00	\$168.08	\$958.05	\$41.95	4.20%
4906b FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$47,985.13	\$4,020.39	\$42,858.12	\$5,127.01	10.68%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$25,000.00	\$0.00	\$25,000.00	\$0.00	0.00%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$25,000.00	\$0.00	\$25,000.00	\$0.00	
TOTAL EXPENDITURES	\$2,296,458.69	\$138,878.08	\$1,967,476.87	\$328,981.82	14.33%



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
Check	12/16/2024	5933	11 Nov Bank Reconciliations Invoice	4365 Accountant	365.00
Total for Adducci Vega Financial Group, LLC					\$365.00
Amazon					
Expense	12/09/2024	AMAZON PORTAL	2 Door alarm replacements	4631 Contingency / Special Reserves	381.12
Expense	12/09/2024	AMAZON PORTAL	KD 25th present	4631 Contingency / Special Reserves	37.00
Expense	12/09/2024	AMAZON PORTAL	Donation	4906a Reimb. - Restricted Donations	103.35
Expense	12/19/2024	AMAZON PORTAL	Supplies	4511 Public Services - Supplies	149.06
Total for Amazon					\$670.53
Anderson Pest Solutions					
Check	12/06/2024	5920	Invoice 71421950	4431 Pest Control	64.90
Total for Anderson Pest Solutions					\$64.90
At&T - Fiber Line					
Check	12/04/2024	5910	Monthly Fee	4475 Internet	462.61
Check	12/04/2024	5910	E-Rate	4475 Internet	-152.50
Total for At&T - Fiber Line					\$310.11
Baker & Taylor C205293 Continuations					
Expense	12/16/2024	BT PORTAL	11 NOVEMBER Continuations	4712 Continuations	76.58
Expense	12/16/2024	BT PORTAL	12 DECEMBER Continuations	4712 Continuations	86.13
Total for Baker & Taylor C205293 Continuations					\$162.71
Baker & Taylor L5346512 Youth Books					
Expense	12/16/2024	BT PORTAL	11 NOV YTS	4716 Books - Youth	626.84
Expense	12/16/2024	BT PORTAL	11 NOV Pre Processing Fee	4515 Technical Services - Supplies	43.05
Expense	12/20/2024	BT PORTAL	12 DEC YTS	4716 Books - Youth	25.94
Total for Baker & Taylor L5346512 Youth Books					\$695.83
Breeze Creative					
Expense	12/02/2024	ACH BREEZE	Draw Alive Subscription	4721 Software	588.00
Expense	12/02/2024	ACH BREEZE	Digital Ball Wall Subscription	4721 Software	588.00
Total for Breeze Creative					\$1,176.00
CENGAGE/Gale Learning					
Check	12/16/2024	5924	11 Nov Invoices	4714 Large Print Books	90.37
Total for CENGAGE/Gale Learning					\$90.37
CIT					
Check	12/09/2024	5922	Invoice 46100753	4631 Contingency / Special Reserves	631.54
Total for CIT					\$631.54
City Of Palos Heights IMRF					
Check	12/31/2024	23087	12 December Payment	4331 IMRF III, Muni. Ret. Fund	5,224.83
Check	12/31/2024	23087	12 December Payment	2055 Employee Paid Vol. IMRF	1,134.17
Check	12/31/2024	23087	12 December Payment	2054 PT Employee Contribution IMRF	161.17
Check	12/31/2024	23087	12 December Payment	2053 FT Employee Contribution IMRF	2,358.83
Total for City Of Palos Heights IMRF					\$8,879.00
City of Palos Hts. - Water Bill					
Check	12/04/2024	23083	Monthly bill	4631 Contingency / Special Reserves	147.82
Check	12/16/2024	5928	Monthly bill	4631 Contingency / Special Reserves	162.24
Total for City of Palos Hts. - Water Bill					\$310.06
Cosmopolitan Building Services					
Check	12/06/2024	5921	12 Dec Janitorial Services Invoice 6643	4416 Maintenance	2,380.02
Check	12/06/2024	5921	12 Dec Janitorial Services Invoice 6643	4631 Contingency / Special Reserves	342.48
Total for Cosmopolitan Building Services					\$2,722.50
Demco					
Check	12/19/2024	5941	Invoice 7566317	4515 Technical Services - Supplies	99.74
Total for Demco					\$99.74
EBSCO					
Check	12/04/2024	5912	Library Aware	4710a Databases (Adult)	1,032.00
Total for EBSCO					\$1,032.00
Everest Snow Management, Inc.					
Check	12/04/2024	5914	Seasonal Snow removal payment 3 of 4.	4631 Contingency / Special Reserves	1,767.00
Total for Everest Snow Management, Inc.					\$1,767.00
Grasso Graphics					
Check	12/16/2024	5931	Jan/Feb Newsletters	4424 Newsletter Printing	2,612.05
Check	12/16/2024	5931	Jan/Feb Newsletters	4424 Newsletter Printing	336.89
Check	12/16/2024	5931	Jan/Feb Newsletters	4631 Contingency / Special Reserves	247.61
Total for Grasso Graphics					\$3,196.55



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Account	Amount
Impact Networking, Inc					
Check	12/04/2024	5909	Overages Aug-Nov	4631 Contingency / Special Reserves	167.39
Total for Impact Networking, Inc					\$167.39
Independent Construction Services					
Check	12/06/2024	5919	Pay applications change orders	4631 Contingency / Special Reserves	280.00
Total for Independent Construction Services					\$280.00
Ingram					
Check	12/16/2024	5927	11 November Invoices	4714 Large Print Books	247.94
Check	12/16/2024	5927	11 November Invoices	4715 Books - Adult	2,380.15
Check	12/16/2024	5927	11 November Pre processing fee	4515 Technical Services - Supplies	143.55
Check	12/16/2024	5927	11 November Invoices	4716 Books - Youth	1,157.00
Check	12/19/2024	5937	12 December Invoices	4714 Large Print Books	200.06
Check	12/19/2024	5937	12 December Invoices	4715 Books - Adult	258.41
Check	12/19/2024	5937	12 December Pre processing fee	4515 Technical Services - Supplies	6.93
Check	12/19/2024	5937	12 December Invoices	4716 Books - Youth	126.99
Check	12/19/2024	5937	Pre processing	4515 Technical Services - Supplies	-3.66
Total for Ingram					\$4,517.37
Jeanne Roppolo					
Check	12/23/2024	5943	1.7.25 Grandma Goes to South Pacific	4452 Public Services Programming	300.00
Total for Jeanne Roppolo					\$300.00
LIMRiCC-Employees					
Expense	12/06/2024	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	1,079.37
Expense	12/06/2024	ACH LIM	Employee Health Benefits	2050 Employee Paid LIMRiCC	570.83
Expense	12/06/2024	ACH LIM	12 December	4333 Insurance	10,839.30
Total for LIMRiCC-Employees					\$12,489.50
Lynch, Terrence					
Check	12/03/2024	23076	12.4.24 Legend of St. Nicholas	4904 Reimb. - Friends Book Sales	300.00
Total for Lynch, Terrence					\$300.00
Mama Vesuvio's East					
Check	12/09/2024	23085	Holiday Party 12.15.24 (55 guests)	4454 General Programming	1,500.79
Total for Mama Vesuvio's East					\$1,500.79
Mary Beth Sexton					
Check	12/16/2024	5934	Card Class Supplies	4452 Public Services Programming	162.00
Total for Mary Beth Sexton					\$162.00
Old National Bank - MasterCard					
Expense	12/04/2024	MasterCard	Disney Plus	4451 Youth & Teen Programming	10.99
Expense	12/04/2024	MasterCard	Sip/Google	4474 Telephone/FAX	115.94
Expense	12/04/2024	MasterCard	OCLC	4551 Postage & Handling	4.40
Expense	12/04/2024	MasterCard	Duo	4721 Software	120.00
Expense	12/04/2024	MasterCard	Programming / Swiftie/Scavenger Hunt	4451 Youth & Teen Programming	735.88
Expense	12/04/2024	MasterCard	Acrylic Black Plaques	4461 Public Relations	93.12
Expense	12/04/2024	MasterCard	Cricut Auto Press	4512 Youth & Teen - Supplies	498.29
Expense	12/04/2024	MasterCard	Supplies	4514 Business Office - Supplies	68.25
Expense	12/04/2024	MasterCard	ALA parking Fee	4631 Contingency / Special Reserves	25.28
Expense	12/04/2024	MasterCard	Chicago Sun Times	4711 Periodicals	390.00
Expense	12/04/2024	MasterCard	Daily SouthTown	4711 Periodicals	346.81
Expense	12/04/2024	MasterCard	Chicago Tribune	4711 Periodicals	207.48
Expense	12/04/2024	MasterCard	GoDaddy Renewal	4721 Software	56.16
Expense	12/04/2024	MasterCard	1950's Backpack Kit	4722 Realia	219.99
Expense	12/04/2024	MasterCard	Video Games	4723B Video Games - Youth	187.21
Expense	12/04/2024	MasterCard	Acrylic Black Plaques	4906a Reimb. - Restricted Donations	64.73
Expense	12/09/2024	MasterCard	Appreciation Gift Card	4313 Additional Compensation	3,155.91
Expense	12/09/2024	MasterCard	OCLC	4551 Postage & Handling	9.51
Expense	12/09/2024	MasterCard	Video Game	4723B Video Games - Youth	39.88
Expense	12/09/2024	MasterCard	Kringle Market	4454 General Programming	50.67
Expense	12/09/2024	MasterCard	KD 25th Anniversary	4631 Contingency / Special Reserves	108.50
Expense	12/16/2024	MasterCard	Appreciation Gift Card	4313 Additional Compensation	1,214.75
Expense	12/16/2024	MasterCard	Disney Plus	4451 Youth & Teen Programming	10.99
Expense	12/16/2024	MasterCard	Homer Tree Care	4436 Lawn Maintenance	368.00
Expense	12/16/2024	MasterCard	Google Fi monthly fee	4474 Telephone/FAX	56.57
Expense	12/30/2024	MasterCard	Staff Holiday Lunch	4454 General Programming	80.98
Expense	12/30/2024	MasterCard	Monthly fees	4474 Telephone/FAX	88.61
Expense	12/30/2024	MasterCard	OCLC	4551 Postage & Handling	5.11
Expense	12/30/2024	MasterCard	DUO Monthly fee	4721 Software	120.00
Total for Old National Bank - MasterCard					\$8,454.01



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Melka Landscaping					
Check	12/16/2024	5930	Holiday decorations and poinsettias	4904 Reimb. - Friends Book Sales	2,022.94
Total for Melka Landscaping					\$2,022.94
Midwest Tape					
Check	12/16/2024	5925	11 Nov Videos	4717 Videos - Adult	815.74
Check	12/16/2024	5925	Pre processing	4515 Technical Services - Supplies	78.29
Check	12/16/2024	5926	11 Nov Videos	4718 Videos - Youth	131.19
Check	12/16/2024	5926	Pre processing	4515 Technical Services - Supplies	14.04
Check	12/16/2024	5935	12 Dec Videos	4717 Videos - Adult	18.74
Check	12/16/2024	5935	Pre processing	4515 Technical Services - Supplies	4.68
Total for Midwest Tape					\$1,062.68
Midwest Tape - 19730					
Check	12/19/2024	5939	12 December Invoices	4717 Videos - Adult	308.93
Check	12/19/2024	5939	12 December Pre processing fee	4515 Technical Services - Supplies	27.32
Total for Midwest Tape - 19730					\$336.25
Midwest Tape - 19996					
Check	12/19/2024	5938	12 December Invoices	4718 Videos - Youth	26.24
Check	12/19/2024	5938	12 December Pre processing fee	4515 Technical Services - Supplies	2.34
Total for Midwest Tape - 19996					\$28.58
NIR Roof Care, Inc					
Check	12/23/2024	5942	Invoice 176525 Leak Call	4631 Contingency / Special Reserves	905.00
Check	12/23/2024	5942	Invoice 176494	4631 Contingency / Special Reserves	414.00
Total for NIR Roof Care, Inc					\$1,319.00
Otis Elevator					
Expense	12/19/2024	OTIS PORTAL	Invoice 100401777882	4631 Contingency / Special Reserves	187.36
Total for Otis Elevator					\$187.36
OverDrive, Inc.					
Check	12/17/2024	5936	01658C024390867	4725B E-Audiobooks - Adult	1,408.05
Total for OverDrive, Inc.					\$1,408.05
Paylocity Payroll Billing					
Expense	12/13/2024	EFT		4412 Payroll Services	76.50
Expense	12/27/2024	EFT		4412 Payroll Services	170.36
Total for Paylocity Payroll Billing					\$246.86
Paylocity Payroll Net					
Expense	12/13/2024	EFT		4311 Salaried Employees	18,205.39
Expense	12/13/2024	EFT		4312 Hourly Employees	7,401.35
Expense	12/13/2024	EFT	Jewel KD wrapping	4461 Public Relations	10.27
Expense	12/13/2024	EFT	11 Nov. homebound deliveries	4356 Mileage Reimbursement	28.95
Expense	12/13/2024	EFT	Trivia gift cards	4452 Public Services Programming	60.00
Expense	12/13/2024	EFT	Jewel KD wrapping	4461 Public Relations	3.21
Expense	12/27/2024	EFT		4311 Salaried Employees	18,791.88
Expense	12/27/2024	EFT		4312 Hourly Employees	7,197.55
Expense	12/27/2024	EFT	12 Dec. homebound deliveries	4356 Mileage Reimbursement	20.64
Expense	12/27/2024	EFT	Taylor Swift Book	4715 Books - Adult	39.99
Total for Paylocity Payroll Net					\$51,759.23
Paylocity Payroll Taxes					
Expense	12/13/2024	EFT		4311 Salaried Employees	5,575.90
Expense	12/13/2024	EFT		4332 FICA Social Security	2,621.93
Expense	12/13/2024	EFT		4312 Hourly Employees	1,275.39
Expense	12/27/2024	EFT		4311 Salaried Employees	5,781.31
Expense	12/27/2024	EFT		4332 FICA Social Security	2,664.40
Expense	12/27/2024	EFT		4312 Hourly Employees	1,219.36
Total for Paylocity Payroll Taxes					\$19,138.29
Peerless Network, Inc					
Check	12/16/2024	5929	Invoice 63749	4474 Telephone/FAX	77.50
Check	12/16/2024	5929	Invoice 65778	4474 Telephone/FAX	77.50
Total for Peerless Network, Inc					\$155.00
Playaway Products					
Check	12/16/2024	5923	11 November Invoices	4720 Audiobooks/Playaways - Youth	855.85
Check	12/19/2024	5940	12 December Invoices	4720 Audiobooks/Playaways - Youth	56.99
Total for Playaway Products					\$912.84
Prime Time Window Cleaning					
Check	12/04/2024	5915	Gutter Cleaning	4631 Contingency / Special Reserves	524.22
Total for Prime Time Window Cleaning					\$524.22



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Pub Trivia					
Check	12/02/2024	5906	12.2.24 Jullianni's	4452 Public Services Programming	150.00
Total for Pub Trivia					\$150.00
Quality Alarm System, Inc.					
Check	12/04/2024	5917	Invoice 154316 Elevator Inspection	4631 Contingency / Special Reserves	341.00
Total for Quality Alarm System, Inc.					\$341.00
RAILS					
Check	12/16/2024	5932	Gale Presents Udemy 12.2.24 to 12.31.25	4710a Databases (Adult)	1,400.00
Total for RAILS					\$1,400.00
Record -A-Hit-Entertainment					
Check	12/02/2024	23081	12.4.24 Giant Snow Globe Final Payment	4904 Reimb. - Friends Book Sales	450.00
Total for Record -A-Hit-Entertainment					\$450.00
Rudolf, Dave					
Check	12/02/2024	5907	12.10.24 Completely Cracked Christmas	4452 Public Services Programming	500.00
Total for Rudolf, Dave					\$500.00
Taste of Home Books					
Check	12/04/2024	5908	Taste of Home Annual	4711 Periodicals	42.48
Total for Taste of Home Books					\$42.48
The Cancer Support Center					
Check	12/04/2024	5916	11.21.24 Healthy Winter Smoothies	4452 Public Services Programming	190.00
Check	12/04/2024	5916	11.21.24 Check 5885 credit	4452 Public Services Programming	-19.00
Total for The Cancer Support Center					\$171.00
Truty, Marcin					
Expense	12/04/2024	ACH MT	10 October 24 IT Services (partial)	4631 Contingency / Special Reserves	5,440.00
Total for Truty, Marcin					\$5,440.00
U.S. Post Office					
Check	12/04/2024	23084	Newsletter postage	4631 Contingency / Special Reserves	800.00
Total for U.S. Post Office					\$800.00
Warehouse Direct					
Check	12/04/2024	5913	Large Liners (3)	4514 Business Office - Supplies	137.40
Total for Warehouse Direct					\$137.40
TOTAL CHECKS FOR BOARD APPROVAL					138,878.08



**PALOS HEIGHTS
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
MONTH ENDING: DECEMBER 2024**

ACCOUNT	GENERAL FUND				SPECIAL RESERVES FUND		TOTAL FUND BALANCE
	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	
BEGINNING BALANCE	\$47,225.36	\$841,335.49	\$1,122.44	\$200.00	\$572.09	\$2,580.77	\$893,036.15
WITHDRAWALS	(\$138,878.08)						(\$138,878.08)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$50,000.00	(\$50,000.00)					
DEPOSITS	\$1,079.37	\$477.08					\$24,822.12
	\$684.70	\$14,471.78					
	\$406.50	\$2,406.57					
	\$357.25	\$2,335.05					
	\$327.00						
	\$1,444.37						
	\$371.35						
	\$336.10						
\$125.00							
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.90	\$2,620.78	\$4.23	N/A	N/A	\$2.10	\$2,628.01
ENDING BALANCE	\$23,479.82	\$753,646.75	\$1,126.67	\$200.00	\$572.09	\$2,582.87	\$781,608.20
TOTALS	\$778,453.24 GENERAL FUND				\$3,154.96 SPECIAL RESERVES FUND		\$781,608.20 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.99%	4.688%	N/A	N/A	0.96%	

**TOTAL FUND BALANCE MONTH ENDING: DECEMBER 31, 2024
\$781,608.20**