



PALOS HEIGHTS  
PUBLIC LIBRARY

BOARD MOTIONS APPROVED  
3/20/2025

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	FEBRUARY	\$129,083.17	6.1 to 6.2
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	2/28/2025	N/A	1



PALOS HEIGHTS  
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES  
MONTH ENDING: FEBRUARY, 2025

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$311,978.12		\$311,978.12
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$5.70		\$5.70
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$167.96		\$167.96
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$2,997.75		\$2,997.75
» Miscellaneous	\$1,554.42		\$1,554.42
<b>DONATIONS/GIFTS</b>			
» Restricted	\$50.00		\$50.00
» Annual Fundraising	\$17.21		\$17.21
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>COPIER</b>	\$518.45		\$518.45
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$1,520.63	\$1.82	\$1,522.45
<b>TOTAL REVENUES</b>	<b>\$318,810.24</b>	<b>\$1.82</b>	<b>\$318,812.06</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$74,934.59		\$74,934.59
» Employee Benefits	\$23,665.84		\$23,665.84
» Staff & Board Development	\$2,397.40		\$2,397.40
CONTRACTUAL SERVICES	\$4,254.30		\$4,254.30
BUILDING MAINTENANCE	\$727.43		\$727.43
INSURANCE	\$0.00		\$0.00
UTILITIES	\$882.36		\$882.36
SUPPLIES	\$1,943.52		\$1,943.52
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$3,423.65		\$3,423.65
REIMBURSEMENTS	\$6,478.00		\$6,478.00
SR PROJECTS	\$10,376.08		\$10,376.08
<b>TOTAL EXPENDITURES</b>	<b>\$129,083.17</b>	<b>\$0.00</b>	<b>\$129,083.17</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DEFICIENCY)</b>	\$189,727.07	\$1.82	\$189,728.89
<b>OTHER FINANCING SOURCES (USES)</b>			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$150.00		\$150.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$150.00</b>	<b>\$0.00</b>	<b>\$150.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>\$189,877.07</b>	<b>\$1.82</b>	<b>\$189,878.89</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$603,225.34</b>	<b>\$3,156.98</b>	<b>\$606,382.32</b>
<b>END OF MONTH</b>	<b>\$793,102.41</b>	<b>\$3,158.80</b>	<b>\$796,261.21</b>

\*\* Voided check #5906 lost in mail \$150.00



# PALOS HEIGHTS PUBLIC LIBRARY

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

	BUDGETED AMOUNTS			Variance With Final Budget	Balance %
	Original	Final	Actual		
<b>REVENUES</b>					
PROPERTY TAXES	\$1,984,410.78	\$1,984,410.78	\$312,602.49	\$1,671,808.29	15.75%
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	\$272.44	\$2,227.56	10.90%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	0.00%
Miscellaneous	\$3,500.00	\$3,500.00	\$742.41	\$2,757.59	21.21%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$3,660.25	\$7,339.75	33.28%
Miscellaneous	\$12,784.00	\$12,784.00	\$2,752.42	\$10,031.58	21.53%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$50.00	\$950.00	5.00%
Unrestricted	\$15,000.00	\$15,000.00	\$585.86	\$14,414.14	3.91%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$4,000.00	\$4,000.00	\$1,234.75	\$2,765.25	30.87%
<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	\$3,536.40	\$26,538.60	11.76%
<b>TOTAL REVENUES</b>	<b>\$2,123,870.08</b>	<b>\$2,123,870.08</b>	<b>\$340,099.26</b>	<b>\$1,783,770.82</b>	<b>16.01%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$146,991.79	-\$861,951.63	-85.43%
Employee Benefits	\$319,423.19	\$319,423.19	\$46,842.84	-\$272,580.35	-85.34%
Staff & Board Development	\$11,800.00	\$11,800.00	\$2,634.11	-\$9,165.89	-77.68%
<b>CONTRACTUAL SERVICES</b>	\$192,077.83	\$192,077.83	\$18,389.36	-\$173,688.47	-90.43%
<b>BUILDING MAINTENANCE</b>	\$51,121.59	\$51,121.59	\$8,907.52	-\$42,214.07	-82.58%
<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	\$1,650.14	-\$11,240.06	-87.20%
<b>SUPPLIES</b>	\$28,620.00	\$28,620.00	\$4,989.04	-\$23,630.96	-82.57%
<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	\$21,216.99	-\$149,368.01	-87.56%
<b>REIMBURSEMENTS</b>	\$48,894.37	\$48,894.37	\$13,430.02	-\$35,464.35	-72.53%
<b>SR PROJECTS</b>	\$58,711.00	\$58,711.00	\$19,719.03	-\$38,991.97	-66.41%
<b>TOTAL EXPENDITURES</b>	<b>\$2,123,870.08</b>	<b>\$2,123,870.08</b>	<b>\$325,600.09</b>	<b>-\$1,798,269.99</b>	<b>-84.67%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,499.17</b>	<b>-\$14,499.17</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>\$14,499.17</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$617,868.28</b>		
			<b>-\$734,050.69</b>		



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: FEBRUARY 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	\$56,886.66	\$111,086.88	\$663,495.16	85.66%
4312 HOURLY EMPLOYEES	\$229,111.38	\$18,047.93	\$35,904.91	\$193,206.47	84.33%
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>\$74,934.59</b>	<b>\$146,991.79</b>	<b>\$861,951.63</b>	<b>85.43%</b>
<b>EMPLOYEE BENEFITS</b>					
4331 ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$5,955.02	\$11,641.33	\$72,441.30	86.15%
4332 SOCIAL SECURITY - FICA	\$76,778.12	\$5,685.22	\$11,150.31	\$65,627.81	85.48%
4333 INSURANCE	\$157,362.44	\$12,025.60	\$24,051.20	\$133,311.24	84.72%
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>\$23,665.84</b>	<b>\$46,842.84</b>	<b>\$272,580.35</b>	<b>85.34%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>					
4351 MEMBERSHIP FEES	\$2,400.00	\$500.00	\$625.00	\$1,775.00	73.96%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$100.00	\$700.00	87.50%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354 PROFESSIONAL STAFF	\$6,000.00	\$1,171.00	\$1,171.00	\$4,829.00	80.48%
4355 SUPPORT STAFF	\$1,000.00	\$690.00	\$690.00	\$310.00	31.00%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$36.40	\$48.11	\$1,051.89	95.63%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>	<b>\$11,800.00</b>	<b>\$2,397.40</b>	<b>\$2,634.11</b>	<b>\$9,165.89</b>	<b>77.68%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>	<b>\$1,340,166.61</b>	<b>\$100,997.83</b>	<b>\$196,468.74</b>	<b>\$1,143,697.87</b>	<b>85.34%</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	\$245.00	\$245.00	\$1,755.00	87.75%
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	\$365.00	\$870.00	\$4,080.00	82.42%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$15,550.00</b>	<b>\$610.00</b>	<b>\$1,115.00</b>	<b>\$14,435.00</b>	<b>92.83%</b>
<b>OUTSIDE SERVICES</b>					
4412 PAYROLL SERVICES	\$5,040.00	\$497.97	\$744.83	\$4,295.17	85.22%
4414 ALARM	\$3,600.00	\$0.00	\$1,012.00	\$2,588.00	71.89%
4416 MAINTENANCE	\$40,500.00	\$2,909.86	\$5,819.72	\$34,680.28	85.63%
4417 SWAN	\$30,000.00	\$0.00	\$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>\$3,407.83</b>	<b>\$14,407.30</b>	<b>\$104,732.70</b>	<b>87.91%</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	\$116.00	\$912.62	\$10,087.38	91.70%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$0.00	\$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>\$116.00</b>	<b>\$2,716.59</b>	<b>\$32,283.41</b>	<b>92.24%</b>
<b>PUBLIC RELATIONS</b>					
4461 Public Relations	\$3,000.00	\$120.47	\$150.47	\$2,849.53	94.98%
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$3,000.00</b>	<b>\$120.47</b>	<b>\$150.47</b>	<b>\$2,849.53</b>	<b>94.98%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>	<b>\$192,077.83</b>	<b>\$4,254.30</b>	<b>\$18,389.36</b>	<b>\$173,688.47</b>	<b>90.43%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

## BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: FEBRUARY 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	\$129.80	\$726.88	84.85%
4432	HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$4,640.00	\$8,360.00	64.31%
4434	BUILDING REPAIRS	\$12,000.00	\$30.99	\$972.64	\$11,027.36	91.89%
4436	LAWN MAINTENANCE	\$10,053.30	\$0.00	\$135.00	\$9,918.30	98.66%
4437	SNOW REMOVAL	\$6,751.61	\$0.00	\$1,767.00	\$4,984.61	73.83%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>\$42,661.59</b>	<b>\$95.89</b>	<b>\$7,644.44</b>	<b>\$35,017.15</b>	<b>82.08%</b>
<b>EQUIPMENT MAINTENANCE</b>						
4531	COPIER	\$8,220.00	\$631.54	\$1,263.08	\$6,956.92	84.63%
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>\$1,263.08</b>	<b>\$7,196.92</b>	<b>85.07%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>		<b>\$51,121.59</b>	<b>\$727.43</b>	<b>\$8,907.52</b>	<b>\$42,214.07</b>	<b>82.58%</b>
<b>INSURANCE</b>						
4441	BLDG. & CONTENTS/GLASS/LIMRiCC	\$23,451.56	\$0.00	\$22,649.11	\$802.45	3.42%
4443	DISABILITY (WORKMEN'S COMP)	\$1,827.95	\$0.00	\$2,139.00	-\$311.05	-17.02%
<b>GROUP TOTAL INSURANCE</b>		<b>\$25,279.51</b>	<b>\$0.00</b>	<b>\$24,788.11</b>	<b>\$491.40</b>	<b>1.94%</b>
<b>UTILITIES</b>						
4472	WATER	\$3,000.00	\$226.59	\$454.26	\$2,545.74	84.86%
4473	GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474	TELEPHONE/FAX	\$2,369.60	\$193.16	\$733.27	\$1,636.33	69.06%
4475	INTERNET/LOCAL AREA NET	\$5,520.60	\$462.61	\$462.61	\$5,057.99	91.62%
<b>GROUP TOTAL UTILITIES</b>		<b>\$12,890.20</b>	<b>\$882.36</b>	<b>\$1,650.14</b>	<b>\$11,240.06</b>	<b>87.20%</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$51.58	\$139.87	\$860.13	86.01%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$126.31	\$500.24	\$1,499.76	74.99%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$17.92	\$1,021.88	\$2,178.12	68.07%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$440.80	\$760.61	\$5,239.39	87.32%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$0.00	\$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	\$113.71	\$217.53	\$982.47	81.87%
<b>TOTAL OFFICE SUPPLIES</b>		<b>\$16,950.00</b>	<b>\$750.32</b>	<b>\$2,751.70</b>	<b>\$14,198.30</b>	<b>83.77%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>						
4541	MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$365.25	\$1,404.28	\$3,945.72	73.75%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>		<b>\$5,350.00</b>	<b>\$365.25</b>	<b>\$1,404.28</b>	<b>\$3,945.72</b>	<b>73.75%</b>
<b>MAILING EXPENSES &amp; FEES</b>						
4551	POSTAGE & HANDLING	\$650.00	\$27.95	\$33.06	\$616.94	94.91%
4553	BULK FEES & PERMITS	\$5,670.00	\$800.00	\$800.00	\$4,870.00	85.89%
<b>TOTAL OFFICE EXPENSE</b>		<b>\$6,320.00</b>	<b>\$827.95</b>	<b>\$833.06</b>	<b>\$5,486.94</b>	<b>86.82%</b>
<b>GROUP TOTAL SUPPLIES</b>		<b>\$28,620.00</b>	<b>\$1,943.52</b>	<b>\$4,989.04</b>	<b>\$23,630.96</b>	<b>82.57%</b>
<b>CAPITAL EXPENSES</b>						
4631	SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$0.00	\$16,041.14	\$179,482.83	91.80%
<b>GROUP TOTAL CAPITAL EXPENSES</b>		<b>\$195,523.97</b>	<b>\$0.00</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: FEBRUARY 2025

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>MEDIA -LIBRARY SUPPLIES</b>					
4710A DATABASES - Adult	\$25,000.00	\$0.00	\$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	\$0.00	\$901.64	\$11,098.36	92.49%
4714 LARGE PRINT	\$5,250.00	\$0.00	\$95.14	\$5,154.86	98.19%
4715 BOOKS - Adult	\$32,900.00	\$0.00	\$2,128.40	\$30,771.60	93.53%
4716 BOOKS - Youth	\$33,000.00	\$0.00	\$1,695.42	\$31,304.58	94.86%
4717 VIDEOS - Adult	\$4,000.00	\$0.00	\$331.38	\$3,668.62	91.72%
4718 VIDEOS - Youth	\$800.00	\$0.00	\$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	\$776.60	\$3,057.93	\$7,130.22	69.99%
4722 REALIA	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4723A VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$28.91	\$971.09	97.11%
4725A E-BOOKS - Adult	\$12,000.00	\$1,360.16	\$3,742.93	\$8,257.07	68.81%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$1,286.89	\$3,692.77	\$10,307.23	73.62%
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>\$3,423.65</b>	<b>\$21,216.99</b>	<b>\$149,368.01</b>	<b>87.56%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>					
4900 MISCELLANEOUS	\$19,094.07	\$1,198.00	\$2,396.00	\$16,698.07	87.45%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$5,280.00	\$10,472.56	\$7,327.74	41.17%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$0.00	\$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>\$6,478.00</b>	<b>\$13,430.02</b>	<b>\$35,464.35</b>	<b>72.53%</b>
<b>SPECIAL RESERVE PROJECTS</b>					
7001 SPECIAL RESERVE - PROJECTS	\$58,711.00	\$10,376.08	\$19,719.03	\$38,991.97	66.41%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>	<b>\$58,711.00</b>	<b>\$10,376.08</b>	<b>\$19,719.03</b>	<b>\$38,991.97</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$2,123,870.08</b>	<b>\$129,083.17</b>	<b>\$325,600.09</b>	<b>\$1,798,269.99</b>	<b>84.67%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
Check	02/17/2025	5992	01 Jan Reconciliation Invoice 202057976	4365 Accountant	\$365.00
Total for Adducci Vega Financial Group, LLC					<u>\$365.00</u>
Amazon					
Expense	02/17/2025	Amazon	1RJ7-XKWT-1F3T - Preschool Fair	4451 Youth & Teen Programming	105.01
Expense	02/17/2025	Amazon	1CJC-NVDC-PQ4G - Craft Supplies	4512 Youth & Teen - Supplies	126.31
Expense	02/17/2025	Amazon	1YRL-WJXP-KV63 Pneumatic stem for Circ Chair	4434 Building Repairs	30.99
Expense	02/17/2025	Amazon	1K76-M3FY-4LDW - Supplies	4511 Public Services - Supplies	29.94
Expense	02/19/2025	Amazon	1F9L-XL33-W1TR Multifold towels	4541 Maintenance/Cleaning Supplies	87.98
Expense	02/19/2025	Amazon	1THF-TL7H-XYL7 Toilet Paper	4541 Maintenance/Cleaning Supplies	89.80
Expense	02/25/2025	Amazon	1616-1JT3-FN1F Coffee cups coco	4519 Hospitality - Supplies	113.71
Expense	02/25/2025	Amazon	1CRD-HMN7-HHCD Supplies	4511 Public Services - Supplies	7.99
Expense	02/27/2025	Amazon	14TH-H16D-GW7L Toilet paper	4541 Maintenance/Cleaning Supplies	68.25
Total for Amazon					<u>\$659.98</u>
Anderson Pest Solutions					
Check	02/10/2025	5989	Invoice 73798054	4431 Pest Control	64.90
Total for Anderson Pest Solutions					<u>\$64.90</u>
AT&T - Internet					
Check	02/04/2025	5984	Monthly Fee	4475 Internet	462.61
Total for AT&T - Internet					<u>\$462.61</u>
Chicago CPR Academy, LLC					
Check	02/21/2025	23092	In Service 2.21.25 CPR Class	4354 Professional Staff	660.00
Check	02/21/2025	23092	In Service 2.21.25 CPR Class	4355 Support Staff	660.00
Total for Chicago CPR Academy, LLC					<u>\$1,320.00</u>
Children's Librarians Association of the South Suburbs					
Check	02/24/2025	23093	Dues 2025	4355 Support Staff	30.00
Total for Children's Librarians Association of the South Suburbs					<u>\$30.00</u>
CIT					
Check	02/10/2025	5991	Invoice 46489208	4531 Copier	631.54
Total for CIT					<u>\$631.54</u>
City Of Palos Heights IMRF					
Check	02/28/2025	23095	02 February Payment	4331 IMRF Ill. Muni. Ret. Fund	5,955.02
Check	02/28/2025	23095	02 February Payment	2053 FT- Employee Contribution IMRF	2,559.91
Check	02/28/2025	23095	02 February Payment	2054 Employee Contribution IMRF	168.98
Check	02/28/2025	23095	02 February Payment	2055 Employee Paid Vol. IMRF	1,195.02
Total for City Of Palos Heights IMRF					<u>\$9,878.93</u>
City of Palos Hts. - Water Bill					
Check	02/19/2025	5995	Monthly bill	4472 Water	226.59
Total for City of Palos Hts. - Water Bill					<u>\$226.59</u>
ComEd					
Check	02/17/2025	5993	Billing through 2.4.25	7001 Special Reserves Projects	8,664.85
Total for ComEd					<u>\$8,664.85</u>
Cosmopolitan Building Services					
Check	02/04/2025	5986	02 Feb 25 Invoice 6645	4416 Maintenance	2,722.50
Total for Cosmopolitan Building Services					<u>\$2,722.50</u>
Klein, Thorpe And Jenkins					
Check	02/19/2025	5997	Services through 1.31.25 Budget / Levy / Approp.	4362 Legal Fees	245.00
Total for Klein, Thorpe And Jenkins					<u>\$245.00</u>
LIMRiCC-Employees					
Expense	02/05/2025	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	1,198.00
Expense	02/05/2025	ACH LIM		2050 Employee Paid LIMRiCC	618.04
Expense	02/05/2025	ACH LIM	02 Feb 25	4333 Insurance	12,025.60
Total for LIMRiCC-Employees					<u>\$13,841.64</u>
Old National Bank - MasterCard					
Expense	02/04/2025	Master Card	ILA Membership Renewals LR, MKK, TR Laconi renewal	4351 Membership Fees	500.00
Expense	02/04/2025	Master Card	ILA YS Institute Conference MKK, TR Reaching Forward MM	4354 Professional Staff	511.00
Expense	02/04/2025	Master Card	Disney Plus Monthly Fee	4451 Youth & Teen Programming	10.99
Expense	02/04/2025	Master Card	Water, refreshments	4461 Public Relations	20.47
Expense	02/04/2025	Master Card	SIP, Google Fi	4474 Telephone/FAX	115.66
Expense	02/04/2025	Master Card	Supplies	4514 Business Office - Supplies	17.92
Expense	02/04/2025	Master Card	Library Store supplies	4515 Technical Services - Supplies	237.41
Expense	02/04/2025	Master Card	Salt/supplies	4541 Maintenance/Cleaning Supplies	119.22
Expense	02/04/2025	Master Card	OCLC	4551 Postage & Handling	13.85
Expense	02/04/2025	Master Card	Postage	4551 Postage & Handling	14.30
Expense	02/04/2025	Master Card	Duo	4721 Software	120.00
Expense	02/04/2025	Master Card	Ubiquiti Switches	7001 Special Reserves Projects	1,711.23
Expense	02/04/2025	Master Card	Constant Contact Renewal	4721 Software	656.60
Total for Old National Bank - MasterCard					<u>\$4,048.45</u>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Otis Elevator					
Expense	02/17/2025	OTIS PORTAL	Invoice 100401843119	4416 Maintenance	187.36
Total for Otis Elevator					<u>\$187.36</u>
OverDrive, Inc.					
Check	02/04/2025	5987	01658MA25030427	4725B E-Audiobooks - Adult	239.80
Check	02/04/2025	5988	01658MA25030426	4725A E-Books - Adult	149.46
Check	02/19/2025	5996	01658CO25050462	4725A E-Books - Adult	1,210.70
Check	02/19/2025	5996	01658CO25050471	4725B E-Audiobooks - Adult	1,047.09
Total for OverDrive, Inc.					<u>\$2,647.05</u>
Palos Heights Woman's Club					
Check	02/25/2025	5999	Dues Stevens/Caliendo	4461 Public Relations	100.00
Total for Palos Heights Woman's Club					<u>\$100.00</u>
Paylocity Payroll Billing					
Expense	02/07/2025	PAYLOCITY	Check date 2.07.25	4412 Payroll Services	76.50
Expense	02/21/2025	PAYLOCITY	Check date 2.21.25	4412 Payroll Services	175.47
Expense	02/21/2025	PAYLOCITY	W-2 Processing	4412 Payroll Services	246.00
Total for Paylocity Payroll Billing					<u>\$497.97</u>
Paylocity Payroll Net					
Expense	02/07/2025	PAYLOCITY	Check date 2.07.25	4311 Salaried Employees	19,193.96
Expense	02/07/2025	PAYLOCITY	Check date 2.07.25	4312 Hourly Employees	7,610.00
Expense	02/07/2025	PAYLOCITY	Homebound deliveries	4356 Mileage Reimbursement	24.29
Expense	02/21/2025	PAYLOCITY	Check date 2.21.25	4311 Salaried Employees	21,187.82
Expense	02/21/2025	PAYLOCITY	Check date 2.21.25	4312 Hourly Employees	7,654.55
Expense	02/21/2025	PAYLOCITY	Homebound deliveries	4356 Mileage Reimbursement	12.11
Expense	02/21/2025	PAYLOCITY	MM Oscar Program Supplies	4511 Public Services - Supplies	13.65
Total for Paylocity Payroll Net					<u>\$55,696.38</u>
Paylocity Payroll Taxes					
Expense	02/07/2025	PAYLOCITY	Check date 2.07.25	4311 Salaried Employees	5,876.46
Expense	02/07/2025	PAYLOCITY	Check date 2.07.25	4332 FICA Social Security	2,745.55
Expense	02/07/2025	PAYLOCITY	Check date 2.07.25	4312 Hourly Employees	1,288.42
Expense	02/21/2025	PAYLOCITY	Check date 2.21.25	4311 Salaried Employees	6,255.45
Expense	02/21/2025	PAYLOCITY	Check date 2.21.25	4332 FICA Social Security	2,939.67
Expense	02/21/2025	PAYLOCITY	Check date 2.21.25	4312 Hourly Employees	1,325.98
Total for Paylocity Payroll Taxes					<u>\$20,431.53</u>
Peerless Network, Inc					
Check	02/17/2025	5994	Invoice 69779	4474 Telephone/FAX	77.50
Total for Peerless Network, Inc					<u>\$77.50</u>
Showcases					
Check	02/10/2025	5990	Invoice 330019	4515 Technical Services - Supplies	203.39
Total for Showcases					<u>\$203.39</u>
Truty, Marcin					
Expense	02/04/2025	ACH MT	01 Jan IT Services 25-01	4902 Grants	5,280.00
Total for Truty, Marcin					<u>\$5,280.00</u>
U.S. Post Office					
Check	02/21/2025	23091	Newsletter postage	4553 Bulk Fees & Permits	800.00
Total for U.S. Post Office					<u>\$800.00</u>
<b>TOTAL CHECKS FOR BOARD APPROVAL</b>					<b><u>\$129,083.17</u></b>





# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION FEBRUARY 28, 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	\$35,612.78	\$566,281.55	\$1,131.01	\$200.00	\$572.09	\$2,584.89	\$606,382.32
WITHDRAWALS	(\$129,083.17)						(\$129,083.17)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$2,550.00	\$3,942.67					\$317,289.61
	\$1,198.00	\$189,119.03					
	\$248.81	\$32,885.75					
	\$210.25	\$86,030.67					
	\$50.00						
	\$46.01						
	\$224.25						
	\$194.31						
	\$100.78						
	\$279.45						
	\$209.63						
ADJUSTMENTS	\$150.00						
INTEREST EARNED	\$0.83	\$1,515.88	\$3.92	N/A	N/A	\$1.82	\$1,522.45
ENDING BALANCE	\$31,991.93	\$759,775.55	\$1,134.93	\$200.00	\$572.09	\$2,586.71	\$796,111.21
TOTALS	\$793,102.41 GENERAL FUND				\$3,158.80 SPECIAL RESERVES FUND		\$796,261.21 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.820%	4.504%	N/A	N/A	0.920%	

TOTAL FUND BALANCE MONTH ENDING: FEBRUARY 28, 2025

\$796,261.21

Adjustment: Voided check #5906 lost in mail \$150.00