



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
4/17/2025

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	MARCH	\$157,985.27	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:	3/31/2025	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: MARCH, 2025

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$642,354.16		\$642,354.16
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$246.82		\$246.82
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$438.71		\$438.71
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$1,052.70		\$1,052.70
» Miscellaneous	\$1,198.00		\$1,198.00
DONATIONS/GIFTS			\$0.00
» Restricted	\$1,000.00		\$1,000.00
» Annual Fundraising	\$137.88		\$137.88
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$747.40		\$747.40
GRANTS	\$0.00		\$0.00
INTEREST	\$3,682.90	\$2.02	\$3,684.92
TOTAL REVENUES	\$650,858.57	\$2.02	\$650,860.59
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$77,542.74		\$77,542.74
» Employee Benefits	\$25,239.84		\$25,239.84
» Staff & Board Development	\$964.89		\$964.89
CONTRACTUAL SERVICES	\$17,118.67		\$17,118.67
BUILDING MAINTENANCE	\$10,625.57		\$10,625.57
INSURANCE	\$13.00		\$13.00
UTILITIES	\$831.33		\$831.33
SUPPLIES	\$1,698.16		\$1,698.16
CAPITAL EXPENSES	\$2,809.41		\$2,809.41
MEDIA	\$13,157.68		\$13,157.68
REIMBURSEMENTS	\$7,983.98		\$7,983.98
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$157,985.27	\$0.00	\$157,985.27
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	\$492,873.30	\$2.02	\$492,875.32
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
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	\$492,873.30	\$2.02	\$492,875.32
FUND BALANCES, BEGINNING OF MONTH	\$793,102.41	\$3,158.80	\$796,261.21
END OF MONTH	\$1,285,975.71	\$3,160.82	\$1,289,136.53



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: MARCH 2025

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,984,410.78	\$1,984,410.78	\$954,956.65	\$1,029,454.13	48.12%
CORPORATE REPLACEMENT TAX	\$25,000.00	\$25,000.00	\$14,662.24	\$10,337.76	58.65%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$519.26	\$1,980.74	20.77%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	0.00%
Miscellaneous	\$3,500.00	\$3,500.00	\$1,181.12	\$2,318.88	33.75%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$4,712.95	\$6,287.05	42.85%
Miscellaneous	\$12,784.00	\$12,784.00	\$3,950.42	\$8,833.58	30.90%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$1,050.00	-\$50.00	105.00%
Unrestricted	\$15,000.00	\$15,000.00	\$723.74	\$14,276.26	4.82%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$1,982.15	\$2,017.85	49.55%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$30,075.00	\$30,075.00	\$7,219.30	\$22,855.70	24.00%
TOTAL REVENUES	\$2,123,870.08	\$2,123,870.08	\$990,957.83	\$1,132,912.25	46.66%
PERSONNEL SERVICES					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$224,534.53	-\$784,408.89	-77.75%
Employee Benefits	\$319,423.19	\$319,423.19	\$72,082.68	-\$247,340.51	-77.43%
Staff & Board Development	\$11,800.00	\$11,800.00	\$3,599.00	-\$8,201.00	-69.50%
CONTRACTUAL SERVICES	\$192,077.83	\$192,077.83	\$35,508.03	-\$156,569.80	-81.51%
BUILDING MAINTENANCE	\$51,121.59	\$51,121.59	\$19,533.09	-\$31,588.50	-61.79%
INSURANCE	\$25,279.51	\$25,279.51	\$24,801.11	-\$478.40	-1.89%
UTILITIES	\$12,890.20	\$12,890.20	\$2,481.47	-\$10,408.73	-80.75%
SUPPLIES	\$28,620.00	\$28,620.00	\$6,687.20	-\$21,932.80	-76.63%
CAPITAL EXPENSES	\$195,523.97	\$195,523.97	\$18,850.55	-\$176,673.42	-90.36%
MEDIA	\$170,585.00	\$170,585.00	\$34,374.67	-\$136,210.33	-79.85%
REIMBURSEMENTS	\$48,894.37	\$48,894.37	\$21,414.00	-\$27,480.37	-56.20%
SR PROJECTS	\$58,711.00	\$58,711.00	\$19,719.03	-\$38,991.97	-66.41%
TOTAL EXPENDITURES	\$2,123,870.08	\$2,123,870.08	\$483,585.36	-\$1,640,284.72	-77.23%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	\$507,372.47	-\$507,372.47	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			\$507,372.47		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$1,110,741.58		
			-\$734,050.69		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: MARCH 2025

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES						
OPERATIONAL SALARIES						
4311	SALARIED EMPLOYEES	\$774,582.04	\$58,724.16	\$169,811.04	\$604,771.00	78.08%
4312	HOURLY EMPLOYEES	\$229,111.38	\$18,818.58	\$54,723.49	\$174,387.89	76.11%
4313	ADDITIONAL COMPENSATION	\$5,250.00	\$0.00	\$0.00	\$5,250.00	100.00%
TOTAL OPERATIONAL SALARIES		\$1,008,943.42	\$77,542.74	\$224,534.53	\$784,408.89	77.75%
EMPLOYEE BENEFITS						
4331	ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$6,132.52	\$17,773.85	\$66,308.78	78.86%
4332	SOCIAL SECURITY - FICA	\$76,778.12	\$5,880.12	\$17,030.43	\$59,747.69	77.82%
4333	INSURANCE	\$157,362.44	\$13,227.20	\$37,278.40	\$120,084.04	76.31%
4334	CLOTHING	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
TOTAL EMPLOYEE BENEFITS		\$319,423.19	\$25,239.84	\$72,082.68	\$247,340.51	77.43%
STAFF & BOARD DEVELOPMENT						
4351	MEMBERSHIP FEES	\$2,400.00	\$0.00	\$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	\$659.24	\$1,830.24	\$4,169.76	69.50%
4355	SUPPORT STAFF	\$1,000.00	\$229.35	\$919.35	\$80.65	8.07%
4356	MILEAGE REIMBURSEMENT	\$1,100.00	\$76.30	\$124.41	\$975.59	88.69%
TOTAL STAFF & BOARD DEVELOPMENT		\$11,800.00	\$964.89	\$3,599.00	\$8,201.00	69.50%
GROUP TOTAL PERSONNEL SERVICES		\$1,340,166.61	\$103,747.47	\$300,216.21	\$1,039,950.40	77.60%
CONTRACTUAL SERVICES						
PROFESSIONAL SERVICES						
4361	AUDIT FEES	\$7,450.00	\$5,450.00	\$5,450.00	\$2,000.00	26.85%
4362	LEGAL FEES	\$2,000.00	\$0.00	\$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	\$1,235.00	\$3,715.00	75.05%
TOTAL PROFESSIONAL SERVICES		\$15,550.00	\$5,815.00	\$6,930.00	\$8,620.00	55.43%
OUTSIDE SERVICES						
4412	PAYROLL SERVICES	\$5,040.00	\$273.47	\$1,018.30	\$4,021.70	79.80%
4414	ALARM	\$3,600.00	\$744.00	\$1,756.00	\$1,844.00	51.22%
4416	MAINTENANCE	\$40,500.00	\$3,166.32	\$8,986.04	\$31,513.96	77.81%
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%
TOTAL OUTSIDE SERVICES		\$119,140.00	\$4,183.79	\$18,591.09	\$100,548.91	84.40%
PRINTING						
4424	NEWSLETTER PRINTING	\$19,387.83	\$3,196.55	\$3,196.55	\$16,191.28	83.51%
TOTAL PRINTING		\$19,387.83	\$3,196.55	\$3,196.55	\$16,191.28	83.51%
PROGRAMMING						
4451	YOUTH & TEEN PROGRAMMING	\$11,000.00	\$602.48	\$1,515.10	\$9,484.90	86.23%
4452	PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$2,240.50	\$4,044.47	\$9,955.53	71.11%
4454	GENERAL PROGRAMMING	\$10,000.00	\$1,039.67	\$1,039.67	\$8,960.33	89.60%
TOTAL PROGRAMMING		\$35,000.00	\$3,882.65	\$6,599.24	\$28,400.76	81.15%
PUBLIC RELATIONS						
4461	Public Relations	\$3,000.00	\$40.68	\$191.15	\$2,808.85	93.63%
TOTAL PUBLIC RELATIONS		\$3,000.00	\$40.68	\$191.15	\$2,808.85	93.63%
GROUP TOTAL CONTRACTUAL SERVICES		\$192,077.83	\$17,118.67	\$35,508.03	\$156,569.80	81.51%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MARCH 2025

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE						
REPAIRS & MAINTENANCE						
4431	PEST CONTROL	\$856.68	\$68.79	\$198.59	\$658.09	76.82%
4432	HEATING/COOLING SERVICE	\$13,000.00	\$7,234.00	\$11,874.00	\$1,126.00	8.66%
4434	BUILDING REPAIRS	\$12,000.00	\$2,484.99	\$3,457.63	\$8,542.37	71.19%
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%
TOTAL REPAIRS & MAINTENANCE		\$42,661.59	\$9,787.78	\$17,432.22	\$25,229.37	59.14%
EQUIPMENT MAINTENANCE						
4531	COPIER	\$8,220.00	\$631.54	\$1,894.62	\$6,325.38	76.95%
4533	OTHER EQUIPMENT	\$240.00	\$206.25	\$206.25	\$33.75	14.06%
TOTAL EQUIPMENT MAINTENANCE		\$8,460.00	\$837.79	\$2,100.87	\$6,359.13	75.17%
GROUP TOTAL BUILDING MAINTENANCE		\$51,121.59	\$10,625.57	\$19,533.09	\$31,588.50	61.79%
INSURANCE						
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	\$13.00	\$2,152.00	-\$324.05	-17.73%
GROUP TOTAL INSURANCE		\$25,279.51	\$13.00	\$24,801.11	\$478.40	1.89%
UTILITIES						
4472	WATER	\$3,000.00	\$205.50	\$659.76	\$2,340.24	78.01%
4473	GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474	TELEPHONE/FAX	\$2,369.60	\$625.83	\$1,821.71	\$547.89	23.12%
4475	INTERNET/LOCAL AREA NET	\$5,520.60	\$0.00	\$0.00	\$5,520.60	100.00%
GROUP TOTAL UTILITIES		\$12,890.20	\$831.33	\$2,481.47	\$10,408.73	80.75%
SUPPLIES						
OFFICE SUPPLIES						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$153.36	\$293.23	\$706.77	70.68%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$500.24	\$1,499.76	74.99%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$311.20	\$1,333.08	\$1,866.92	58.34%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$435.29	\$1,195.90	\$4,804.10	80.07%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$136.76	\$248.33	\$2,801.67	91.86%
4518	LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$217.53	\$982.47	81.87%
TOTAL OFFICE SUPPLIES		\$16,950.00	\$1,036.61	\$3,788.31	\$13,161.69	77.65%
JANITORIAL/CLEANING SUPPLIES						
4541	MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$615.56	\$2,019.84	\$3,330.16	62.25%
TOTAL JANITORIAL/CLEANINGSUPPLIES		\$5,350.00	\$615.56	\$2,019.84	\$3,330.16	62.25%
MAILING EXPENSES & FEES						
4551	POSTAGE & HANDLING	\$650.00	\$45.99	\$79.05	\$570.95	87.84%
4553	BULK FEES & PERMITS	\$5,670.00	\$0.00	\$800.00	\$4,870.00	85.89%
TOTAL OFFICE EXPENSE		\$6,320.00	\$45.99	\$879.05	\$5,440.95	86.09%
GROUP TOTAL SUPPLIES		\$28,620.00	\$1,698.16	\$6,687.20	\$21,932.80	76.63%
CAPITAL EXPENSES						
4631	SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$2,809.41	\$18,850.55	\$176,673.42	90.36%
GROUP TOTAL CAPITAL EXPENSES		\$195,523.97	\$2,809.41	\$18,850.55	\$176,673.42	90.36%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MARCH 2025

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA -LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$25,000.00	\$0.00	\$5,464.49	\$19,535.51	78.14%
4710B DATABASES -Youth	\$4,700.00	\$850.00	\$850.00	\$3,850.00	81.91%
4711 PERIODICALS	\$12,000.00	\$0.00	\$901.64	\$11,098.36	92.49%
4714 LARGE PRINT	\$5,250.00	\$118.61	\$213.75	\$5,036.25	95.93%
4715 BOOKS - Adult	\$32,900.00	\$1,885.46	\$4,235.67	\$28,664.33	87.13%
4716 BOOKS - Youth	\$33,000.00	\$1,136.44	\$2,610.05	\$30,389.95	92.09%
4717 VIDEOS - Adult	\$4,000.00	\$255.67	\$587.05	\$3,412.95	85.32%
4718 VIDEOS - Youth	\$800.00	\$197.92	\$197.92	\$602.08	75.26%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$122.97	\$200.95	\$1,799.05	89.95%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$0.00	\$0.00	\$3,750.00	100.00%
4721 SOFTWARE	\$10,188.15	\$2,845.28	\$5,903.21	\$4,284.94	42.06%
4722 REALIA	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4723A VIDEO GAMES - Youth	\$1,300.00	\$382.48	\$382.48	\$917.52	70.58%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$28.91	\$971.09	97.11%
4725A E-BOOKS - Adult	\$12,000.00	\$1,180.42	\$4,923.35	\$7,076.65	58.97%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$1,560.92	\$5,253.69	\$8,746.31	62.47%
4726 EBOOKS - Youth	\$3,500.00	\$2,621.51	\$2,621.51	\$878.49	25.10%
4727 PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
GROUP TOTAL MEDIA	\$170,585.00	\$13,157.68	\$34,374.67	\$136,210.33	79.85%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$19,094.07	\$1,298.78	\$3,694.78	\$15,399.29	80.65%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$5,680.00	\$16,152.56	\$1,647.74	9.26%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$898.67	\$1,460.13	\$9,539.87	86.73%
4906a RESTRICTED DONATIONS	\$1,000.00	\$106.53	\$106.53	\$893.47	89.35%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$48,894.37	\$7,983.98	\$21,414.00	\$27,480.37	56.20%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$58,711.00	\$0.00	\$19,719.03	\$38,991.97	66.41%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$58,711.00	\$0.00	\$19,719.03	\$38,991.97	66.41%
TOTAL EXPENDITURES	\$2,123,870.08	\$157,985.27	\$483,585.36	\$1,640,284.72	77.23%



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Adducci Vega Financial Group, LLC				
Check	03/10/2025	6013	02 Feb Reconciliation Invoice 202059102	4365 Accountant 365.00
Total for Adducci Vega Financial Group, LLC				\$ 365.00
Amazon				
Expenditure	03/03/2025	AMAZON PORT. 1L6R-R4YD-RNG4	4514 Business Office Supplies	15.68
Expenditure	03/03/2025	AMAZON PORT. 17CG-DCLN-RVLW	4514 Business Office Supplies	13.83
Expenditure	03/03/2025	AMAZON PORT. 1LW6-TWGG-PJHC Cylinder replacement	4514 Business Office Supplies	60.00
Expenditure	03/03/2025	AMAZON PORT. 114X-6QD4-KV91 (1) Multifold Towels	4541 Maintenance/Cleaning Supplies	41.79
Expenditure	03/03/2025	AMAZON PORT. 1NLR-GKTM-W7DK NLW Cookies	4461 Public Relations	40.68
Expenditure	03/03/2025	AMAZON PORT. Sensory Table 1LCT-WXJ4-JDFM	4904 Friends Book Sales	441.20
Expenditure	03/04/2025	AMAZON PORT. 11R3-C4TD-CJVC Spirit Committee	4454 General Programming	6.99
Expenditure	03/07/2025	AMAZON PORT. 1LMC-JJLQ-61C PS Clock	4514 Business Office Supplies	76.99
Expenditure	03/12/2025	AMAZON PORT. 1DMX-MKXN-6GWY Supplies	4511 Public Services - Supplies	88.83
Expenditure	03/12/2025	AMAZON PORT. 1X13-R6FV-4WNL Supplies	4511 Public Services - Supplies	24.26
Expenditure	03/12/2025	AMAZON PORT. 1JMD-64JL-6YOPP Spice Club	4511 Public Services - Supplies	23.29
Expenditure	03/16/2025	AMAZON PORT. 199W-XR69-D6MK Toilet Paper	4541 Maintenance/Cleaning Supplies	38.88
Expenditure	03/16/2025	AMAZON PORT. 1PH7-HYWM-4G3L Supplies	4541 Maintenance/Cleaning Supplies	31.58
Expenditure	03/16/2025	AMAZON PORT. 1LHW-QPY4-4F6V Spice club	4511 Public Services - Supplies	16.98
Expenditure	03/16/2025	AMAZON PORT. 1L7W-XXVR-43N7 Exit decal 1st fl	4514 Business Office Supplies	7.50
Expenditure	03/17/2025	AMAZON PORT. 1XRR-F737-9XN4	4541 Maintenance/Cleaning Supplies	90.85
Expenditure	03/20/2025	AMAZON PORT. 1QVF-H9LQ-67NP Supplies	4514 Business Office Supplies	49.29
Expenditure	03/20/2025	AMAZON PORT. 14W4-7HLV-NP73 Toilet Paper	4541 Maintenance/Cleaning Supplies	229.92
Expenditure	03/20/2025	AMAZON PORT. 13NT-7D1V-91X6 Fab Lab	4904 Reimb. - Friends Book Sales	115.10
Expenditure	03/20/2025	AMAZON PORT. 1QLL-QNVD-XJXF Multifold Towels	4541 Maintenance/Cleaning Supplies	155.94
Expenditure	03/25/2025	AMAZON PORT. 1W6R-MTP3-VL4D Video Games Mar 25	4723B Video Games - Youth	382.48
Expenditure	03/25/2025	AMAZON PORT. 1P96-R4WX-4HTC SRP Kid Prizes	4451 Youth & Teen Programming	535.52
Expenditure	03/26/2025	AMAZON PORT. 1XND-JTDV-NH4K Supplies	4514 Business Office Supplies	37.99
Expenditure	03/31/2025	AMAZON PORT. 1CFT-9CGT-1V9V Supplies	4514 Business Office Supplies	49.92
Expenditure	03/31/2025	AMAZON PORT. 1XYJ-1KRQ-MVH3 Koronkowski/Szeniaowski	4906a Reimb. - Restricted Donations	106.53
Expenditure	03/31/2025	AMAZON PORT. 1N49-W7MV-R1Q1 Supplies	4541 Maintenance/Cleaning Supplies	26.60
Expenditure	03/31/2025	AMAZON PORT. 1XND-JTDV-Y41F	4516 Circulation - Supplies	44.39
Expenditure	03/31/2025	AMAZON PORT. 1H93-RFH3-J9WJ	4516 Circulation - Supplies	48.98
Expenditure	03/31/2025	AMAZON PORT. 1CLN-YVCL-HGCI	4516 Circulation - Supplies	43.39
Total for Amazon				\$ 2,845.38
Anderson Pest Solutions				
Check	03/10/2025	6012	Invoice 74984235	4431 Pest Control 68.79
Total for Anderson Pest Solutions				\$ 68.79
At&T - Fiber Line				
Check	03/03/2025	6005	Monthly Fee	4474 Telephone/FAX 462.61
Total for At&T - Fiber Line				\$ 462.61
Baker & Taylor L5040682 Adult Books				
Expenditure	03/03/2025	BT PORTAL	02 FEB	4715 Books - Adult 21.84
Expenditure	03/03/2025	BT PORTAL	02 FEB Shipping	4715 Books - Adult 0.66
Total for Baker & Taylor L5040682 Adult Books				\$ 22.50
Baker & Taylor L5346512 Youth Books				
Expenditure	03/03/2025	BT PORTAL	02 FEB Shipping	4716 Books - Youth 13.39
Expenditure	03/03/2025	BT PORTAL	02 FEB Processing Fee	4515 Technical Services - Supplies 25.20
Expenditure	03/03/2025	BT PORTAL	02 FEB YTS	4716 Books - Youth 446.19
Total for Baker & Taylor L5346512 Youth Books				\$ 484.78
CIT				
Check	03/10/2025	6011	Invoice 46668270	4531 Copier 631.54
Total for CIT				\$ 631.54
City Of Palos Heights IMRF				
Check	03/31/2025	23099	03 March Payment	4331 IMRF Ill. Muni. Ret. Fund 6,132.52
Journal Entry	03/31/2025	90	4.50%	4311 Salaried Employees 2,642.60
Journal Entry	03/31/2025	91	VIMRF	4311 Salaried Employees 1,195.02
Journal Entry	03/31/2025	90	4.50%	4312 Hourly Employees 167.63
Total for City Of Palos Heights IMRF				\$ 10,137.77
City of Palos Hts - Miscellaneous				
Check	03/31/2025	23100	Concert in the Park	4454 General Programming 1,000.00
Total for City of Palos Hts - Miscellaneous				\$ 1,000.00
City of Palos Hts. - Water Bill				
Check	03/21/2025	6027	Monthly bill	4472 Water 205.50
Total for City of Palos Hts. - Water Bill				\$ 205.50



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
ComEd				
Check	03/13/2025	6018	Billing through 3.4.25	4631 Contingency / Special Reserves Replenishment 2,809.41
Total for ComEd				\$ 2,809.41
Cosmopolitan Building Services				
Check	03/12/2025	6015	Machine clean 7 bathroom floors	4416 Maintenance 250.00
Check	03/12/2025	6015	03 Mar 25 Invoice 6646	4416 Maintenance 2,722.50
Total for Cosmopolitan Building Services				\$ 2,972.50
Demco				
Check	03/14/2025	6019	Invoice 7616128	4515 Technical Services - Supplies 238.51
Total for Demco				\$ 238.51
Dependable Building Maintenance Svc LLC				
Check	03/16/2025	6020	Invoice 23228 Library Painting public areas 1st and 2nd fl	4434 Building Repairs 1,768.00
Total for Dependable Building Maintenance Svc LLC				\$ 1,768.00
Grasso Graphics				
Check	03/03/2025	6004	Mar/Apr Newsletters	4424 Newsletter Printing 3,196.55
Total for Grasso Graphics				\$ 3,196.55
GT Mechanical				
Expenditure	03/03/2025	ACH GT	Boiler #1 leak Invoice 20337897	4432 Heating/Cooling Service 882.00
Expenditure	03/03/2025	ACH GT	VAV retrofit 2 boxes Invoice 23007894	4432 Heating/Cooling Service 4,800.00
Expenditure	03/07/2025	ACH GT	Boiler #1 Repair Invoice 23007936	4432 Heating/Cooling Service 1,552.00
Total for GT Mechanical				\$ 7,234.00
Heritage Technology Solutions				
Check	03/17/2025	6022	Inv. 247678 Typewriter Cleaning	4533 Other Equipment 206.25
Total for Heritage Technology Solutions				\$ 206.25
Imagine Video Productions				
Check	03/03/2025	6001	3.11.25 Alice's Ordinary People	4452 Public Services Programming 350.00
Total for Imagine Video Productions				\$ 350.00
Ingram				
Check	03/03/2025	6007	02 February Invoices	4715 Books - Adult 1,849.28
Check	03/03/2025	6007	02 February Invoices	4714 Large Print Books 117.00
Check	03/03/2025	6007	02 Feb Pre processing adult books	4515 Technical Services - Supplies 73.26
Check	03/03/2025	6007	01 Feb Pre processing youth books	4515 Technical Services - Supplies 41.58
Check	03/03/2025	6007	02 Feb Shipping	4714 Large Print Books 1.61
Check	03/03/2025	6007	02 Feb Shipping	4716 Books - Youth 17.71
Check	03/03/2025	6007	02 February Invoices	4716 Books - Youth 659.15
Check	03/03/2025	6007	02 Feb Shipping	4715 Books - Adult 13.68
Total for Ingram				\$ 2,773.27
Jim Parks				
Check	03/21/2025	6026	4.17.25 Monet Lives	4452 Public Services Programming 275.00
Total for Jim Parks				\$ 275.00
Kelli Marshall				
Check	03/03/2025	6002	3.18.25 The Fugitive	4452 Public Services Programming 400.00
Total for Kelli Marshall				\$ 400.00
Lauterbach & Amen, LLP				
Check	03/03/2025	6006	Audit 2024 Financials	4361 Audit Fees 5,450.00
Total for Lauterbach & Amen, LLP				\$ 5,450.00
LIMRICC-Employees				
Expenditure	03/12/2025	ACH LIM	03 Mar 25	4333 Insurance 13,227.20
Journal Entry	03/12/2025	89	Employee Paid Benefits	4311 Salaried Employees 678.49
Expenditure	03/12/2025	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements 1,198.00
Total for LIMRICC-Employees				\$ 15,103.69
M. DiFoggio Plumbing Co. Inc.				
Check	03/12/2025	6014	Invoice 3467 Toilet repairs	4434 Building Repairs 360.00
Total for M. DiFoggio Plumbing Co. Inc.				\$ 360.00
Mary Beth Sexton				
Check	03/03/2025	6003	Card Class Supplies	4452 Public Services Programming 353.00
Check	03/31/2025	6028	Card Class Supplies	4452 Public Services Programming 262.50
Total for Mary Beth Sexton				\$ 615.50
Meescan, Inc				
Check	03/10/2025	23097	INV-R 2501318 Renewal Tier 2	4721 Software 2,534.00
Total for Meescan, Inc				\$ 2,534.00



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Midwest Tape - 19730				
Check	03/04/2025	6008	02 February Invoices	4717 Videos - Adult 255.67
Check	03/04/2025	6008	02 February pre processing 4719	4515 Technical Services - Supplies 8.97
Check	03/04/2025	6008	02 February pre processing 4717	4515 Technical Services - Supplies 29.05
Check	03/04/2025	6008	02 February Invoices	4719 Audiobooks - Adult 122.97
Total for Midwest Tape - 19730				\$ 416.66
Midwest Tape - 19996				
Check	03/04/2025	6009	02 February Invoices	4718 Videos - Youth 119.20
Check	03/04/2025	6009	02 February pre processing	4515 Technical Services - Supplies 11.70
Check	03/26/2025	6035	03 March Invoices	4718 Videos - Youth 78.72
Check	03/26/2025	6035	03 March pre processing	4515 Technical Services - Supplies 7.02
Total for Midwest Tape - 19996				\$ 216.64
Old National Bank - MasterCard				
Expenditure	03/05/2025	MasterCard	SIP, Google Fi	4474 Telephone/FAX 85.72
Expenditure	03/05/2025	MasterCard	Tumblebooks Database Renewal	4710b Databases (Youth) 850.00
Expenditure	03/05/2025	MasterCard	Cricut Annual Subscription	4721 Software 119.88
Expenditure	03/05/2025	MasterCard	Duo	4721 Software 120.00
Expenditure	03/05/2025	MasterCard	Staff InService - Breakfast/Lunch	4354 Professional Staff 198.82
Expenditure	03/05/2025	MasterCard	Paint for interior touchups	4434 Building Repairs 356.99
Expenditure	03/05/2025	MasterCard	Disney Plus Monthly Fee	4451 Youth & Teen Programming 10.99
Expenditure	03/05/2025	MasterCard	FOTL Reimb Lunch Jimmy Johns Book Sale	4900 Miscellaneous - Reimbursements 100.78
Expenditure	03/05/2025	MasterCard	OCLC	4551 Postage & Handling 45.99
Expenditure	03/05/2025	MasterCard	Staff In Service - Breakfast/Lunch	4355 Support Staff 198.83
Expenditure	03/05/2025	MasterCard	Cricut Maker 3	4904 Reimb. - Friends Book Sales 342.37
Expenditure	03/05/2025	MasterCard	Creative Bug Annual Subscription	4721 Software 71.40
Total for Old National Bank - MasterCard				\$ 2,501.77
Otis Elevator				
Expenditure	03/19/2025	OTIS PORTAL	Invoice 100401874321	4416 Maintenance 193.82
Total for Otis Elevator				\$ 193.82
OverDrive, Inc.				
Check	03/05/2025	6010	01658MA25063366	4725A E-Books - Adult 48.41
Check	03/05/2025	6010	01658MA20563365	4725B E-Audiobooks - Adult 147.20
Check	03/20/2025	6023	01658CO25085185	4725A E-Books - Adult 1,132.01
Check	03/20/2025	6023	01658CO20585186	4725B E-Audiobooks - Adult 1,413.72
Check	03/31/2025	6029	01658CO25093118 YTS	4726 E-Books - Youth 2,621.51
Total for OverDrive, Inc.				\$ 5,362.85
Paul Neumann				
Check	03/31/2025	6033	3.6.25 REISSUED CHECK #6000 LOST IN MAIL	4452 Public Services Programming 250.00
Total for Paul Neumann				\$ 250.00
Paylocity Payroll Billing				
Expenditure	03/07/2025	PAYLOCITY	Check date 3.07.25	4412 Payroll Services 78.00
Expenditure	03/21/2025	PAYLOCITY	Check date 3.21.25	4412 Payroll Services 195.47
Total for Paylocity Payroll Billing				\$ 273.47
Paylocity Payroll Net				
Expenditure	03/07/2025	PAYLOCITY	CV Spirit Committee	4454 General Programming 5.60
Expenditure	03/07/2025	PAYLOCITY	Check date 3.07.25	4312 Hourly Employees 8,343.95
Expenditure	03/07/2025	PAYLOCITY	TR IL Youth Institute Conference Normal IL 2.26.25 - 2.28.25	4354 Professional Staff 208.01
Expenditure	03/07/2025	PAYLOCITY	MKK IL Youth Institute Conference Normal IL 2.26.25 - 2.28.25	4354 Professional Staff 221.89
Expenditure	03/07/2025	PAYLOCITY	Homebound deliveries	4356 Mileage Reimbursement 7.98
Expenditure	03/07/2025	PAYLOCITY	CD Preschool Fair	4451 Youth & Teen Programming 55.97
Expenditure	03/07/2025	PAYLOCITY	Check date 3.07.25	4311 Salaried Employees 20,673.93
Expenditure	03/21/2025	PAYLOCITY	LR Laconi Meeting Mileage Plainfield	4356 Mileage Reimbursement 38.64
Expenditure	03/21/2025	PAYLOCITY	BS In Service Candy	4355 Support Staff 30.52
Expenditure	03/21/2025	PAYLOCITY	Check date 3.21.25	4312 Hourly Employees 7,392.73
Expenditure	03/21/2025	PAYLOCITY	BS In Service Candy	4354 Professional Staff 30.52
Expenditure	03/21/2025	PAYLOCITY	Homebound deliveries	4356 Mileage Reimbursement 21.98
Expenditure	03/21/2025	PAYLOCITY	Check date 3.21.25	4311 Salaried Employees 21,187.82
Expenditure	03/21/2025	PAYLOCITY	DS Spirit Committee	4454 General Programming 27.08
Expenditure	03/21/2025	PAYLOCITY	MV Oak Lawn PL Meeting Mileage	4356 Mileage Reimbursement 7.70
Total for Paylocity Payroll Net				\$ 58,254.32



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Paylocity Payroll Taxes				
Expenditure	03/07/2025	PAYLOCITY	Check date 3.07.25	4312 Hourly Employees 1,536.60
Expenditure	03/07/2025	PAYLOCITY	Check date 3.07.25	4332 FICA Social Security 2,956.51
Expenditure	03/07/2025	PAYLOCITY	Check date 3.07.25	4311 Salaried Employees 6,090.85
Expenditure	03/21/2025	PAYLOCITY	Check date 3.21.25	4332 FICA Social Security 2,923.61
Expenditure	03/21/2025	PAYLOCITY	Check date 3.21.25	4312 Hourly Employees 1,377.67
Expenditure	03/21/2025	PAYLOCITY	Check date 3.21.25	4311 Salaried Employees 6,255.45
Total for Paylocity Payroll Taxes				\$ 21,140.69
Peerless Network, Inc				
Check	03/16/2025	6021	Invoice 71721	4474 Telephone/FAX 77.50
Total for Peerless Network, Inc				\$ 77.50
Quality Alarm System, Inc.				
Check	03/12/2025	6016	Invoice 156630 Alarm Services April-June	4414 Alarm 744.00
Total for Quality Alarm System, Inc.				\$ 744.00
Risk Program Administrators				
Check	03/12/2025	6017	Invoice 5501481 Premium Audit	4443 Worker's Comp 13.00
Total for Risk Program Administrators				\$ 13.00
Sangoma US Inc.				
Check	03/14/2025	23098	VOID check lost in transit	Reissued in April 0.00
Total for Sangoma US Inc.				\$ 0.00
Tim Wilsey				
Check	03/21/2025	6024	4.1.25 All Time Best Comedians	4452 Public Services Programming 175.00
Total for Tim Wilsey				\$ 175.00
Timothy Communications Inc.				
Check	03/21/2025	6025	4.3.25 Songs of the Silver Screen	4452 Public Services Programming 175.00
Total for Timothy Communications Inc.				\$ 175.00
Truty, Marcin				
Expenditure	03/03/2025	ACH	02 Feb IT Services 25-02	4902 Grants 5,680.00
Total for Truty, Marcin				\$ 5,680.00
TOTAL CHECKS FOR BOARD APPROVAL				\$157,985.27



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION March 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	\$31,991.93	\$759,775.55	\$1,134.93	\$200.00	\$572.09	\$2,586.71	\$796,261.21
WITHDRAWALS	(\$157,985.27)						(\$157,985.27)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
	\$75,000.00	(\$75,000.00)					
DEPOSITS	\$1,198.00	\$92,393.91					\$647,175.67
	\$782.66	\$472,282.80					
	\$361.99	\$36,184.32					
	\$374.15	\$41,493.13					
	\$281.70						
	\$1,000.00						
	\$360.20						
	\$462.81						
ADJUSTMENTS							
INTEREST EARNED	\$0.93	\$3,677.67	\$4.30	N/A	N/A	\$2.02	\$3,684.92
ENDING BALANCE	\$73,829.10	\$1,210,807.38	\$1,139.23	\$200.00	\$572.09	\$2,588.73	\$1,289,136.53
TOTALS	\$1,285,975.71 GENERAL FUND				\$3,160.82 SPECIAL RESERVES FUND		\$1,289,136.53 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.820%	4.436%	N/A	N/A	0.920%	

TOTAL FUND BALANCE MONTH ENDING: FEBRUARY 28, 2025

\$1,289,136.53