EST. 1944

PALOS HEIGHTS PUBLIC LIBRARY

BOARD MOTIONS APPROVED
9/18/2025

AUGUST		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	AUGUST	$153,346.43	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:	8/31/2025	N/A	1

EST. 1944 PALOS HEIGHTS PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: AUGUST, 2025

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	$10,074.52		$10,074.52
CORPORATE REPLACEMENT TAX	$0.00		$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	$216.25		$216.25
» Non Resident Cards	$0.00		$0.00
» Miscellaneous	$129.36		$129.36
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	$4,125.15		$4,125.15
» Miscellaneous	$1,441.32		$1,441.32
DONATIONS/GIFTS			$0.00
» Restricted	$0.00		$0.00
» Annual Fundraising	$19.28		$19.28
» Planned Giving (Trusts/Wills)	$0.00		$0.00
COPIER	$720.45		$720.45
GRANTS	$17,800.30		$17,800.30
INTEREST	$1,823.29	$2.03	$1,825.32
TOTAL REVENUES	**$36,349.92**	**$2.03**	**$36,351.95**
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	$76,200.64		$76,200.64
» Employee Benefits	$25,302.26		$25,302.26
» Staff & Board Development	$2,496.44		$2,496.44
CONTRACTUAL SERVICES	$12,583.04		$12,583.04
BUILDING MAINTENANCE	$3,487.55		$3,487.55
INSURANCE	$771.00		$771.00
UTILITIES	$1,090.94		$1,090.94
SUPPLIES	$2,230.10		$2,230.10
CAPITAL EXPENSES	$11,100.42		$11,100.42
MEDIA	$12,832.08		$12,832.08
REIMBURSEMENTS	$1,368.43		$1,368.43
SR PROJECTS	$3,883.53		$3,883.53
TOTAL EXPENDITURES	**$153,346.43**	**$0.00**	**$153,346.43**
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-$116,996.51	$2.03	-$116,994.48
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	-$116,996.51	$2.03	-$116,994.48
FUND BALANCES, BEGINNING OF MONTH	$671,878.05	$3,168.79	$675,046.84
END OF MONTH	**$554,881.54**	**$3,170.82**	**$558,052.36**

PALOS HEIGHTS PUBLIC LIBRARY

EST. 1944

GENERAL FUND

BUDGETARY COMPARISON SCHEDULE

MONTH ENDING: AUGUST 2025

	BUDGETED AMOUNTS Original	Final	Actual	Variance With Final Budget	Balance %
REVENUES					
PROPERTY TAXES	$1,984,410.78	$1,984,410.78	$1,021,590.45	$962,820.33	51.48%
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	$1,569.15	$930.85	62.77%
Cards - Non Resident Only	$1,800.00	$1,800.00	$1,034.27	$765.73	57.46%
Miscellaneous	$3,500.00	$3,500.00	$2,508.39	$991.61	71.67%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	$11,000.00	$11,000.00	$11,755.25	-$755.25	106.87%
Miscellaneous	$12,784.00	$12,784.00	$10,234.86	$2,549.14	80.06%
DONATIONS / GIFTS					
Restricted	$1,000.00	$1,000.00	$1,200.00	-$200.00	120.00%
Unrestricted	$15,000.00	$15,000.00	$1,187.91	$13,812.09	7.92%
Planned Giving	$15,000.00	$15,000.00	$0.00	$15,000.00	0.00%
COPIER	$4,000.00	$4,000.00	$5,470.55	-$1,470.55	136.76%
GRANTS	$17,800.30	$17,800.30	$17,800.30	$0.00	100.00%
INTEREST	$30,075.00	$30,075.00	$20,929.93	$9,145.07	69.59%
TOTAL REVENUES	**$2,123,870.08**	**$2,123,870.08**	**$1,109,943.30**	**$1,013,926.78**	**52.26%**
PERSONNEL SERVICES					
Operational Salaries	$1,008,943.42	$1,008,943.42	$643,986.18	-$364,957.24	-36.17%
Employee Benefits	$319,423.19	$319,423.19	$204,768.90	-$114,654.29	-35.89%
Staff & Board Development	$11,800.00	$11,800.00	$10,685.73	-$1,114.27	-9.44%
CONTRACTUAL SERVICES	$192,077.83	$192,077.83	$119,559.88	-$72,517.95	-37.75%
BUILDING MAINTENANCE	$51,121.59	$51,121.59	$37,237.82	-$13,883.77	-27.16%
INSURANCE	$25,279.51	$25,279.51	$25,572.11	$292.60	1.16%
UTILITIES	$12,890.20	$12,890.20	$7,281.91	-$5,608.29	-43.51%
SUPPLIES	$28,620.00	$28,620.00	$17,069.18	-$11,550.82	-40.36%
CAPITAL EXPENSES	$195,523.97	$195,523.97	$67,264.22	-$128,259.75	-65.60%
MEDIA	$170,585.00	$170,585.00	$97,891.84	-$72,693.16	-42.61%
REIMBURSEMENTS	$48,894.37	$48,894.37	$40,517.24	-$8,377.13	-17.13%
SR PROJECTS	$58,711.00	$58,711.00	$61,834.33	$3,123.33	5.32%
TOTAL EXPENDITURES	**$2,123,870.08**	**$2,123,870.08**	**$1,333,669.34**	**-$790,200.74**	**-37.21%**
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	**$0.00**	**$0.00**	**-$223,726.04**	**$223,726.04**	
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			-$223,726.04		
FUND BALANCE					
BEGINNING OF YEAR			$603,369.11		
YTD MONTH ENDING			**$379,643.07**		
			-$734,050.69		

EST. 1944 PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: AUGUST 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	$492,793.92	$281,788.12	36.38%
4312	HOURLY EMPLOYEES	$229,111.38	$17,476.48	$150,517.26	$78,594.12	34.30%
4313	ADDITIONAL COMPENSATION	$5,250.00	$0.00	$675.00	$4,575.00	87.14%
TOTAL OPERATIONAL SALARIES		**$1,008,943.42**	**$76,200.64**	**$643,986.18**	**$364,957.24**	**36.17%**
EMPLOYEE BENEFITS						
4331	ILL. MUNI. RETIREMENT FUND	$84,082.63	$6,297.62	$52,123.55	$31,959.08	38.01%
4332	SOCIAL SECURITY - FICA	$76,778.12	$5,777.44	$48,807.31	$27,970.81	36.43%
4333	INSURANCE	$157,362.44	$13,227.20	$103,456.04	$53,906.40	34.26%
4334	CLOTHING	$1,200.00	$0.00	$382.00	$818.00	68.17%
TOTAL EMPLOYEE BENEFITS		**$319,423.19**	**$25,302.26**	**$204,768.90**	**$114,654.29**	**35.89%**
STAFF & BOARD DEVELOPMENT						
4351	MEMBERSHIP FEES	$2,400.00	$488.99	$2,858.99	-$458.99	-19.12%
4352	BOARD DEVELOPMENT	$800.00	$0.00	$310.00	$490.00	61.25%
4353	ADMINISTRATOR	$500.00	$11.01	$500.00	$0.00	0.00%
4354	PROFESSIONAL STAFF	$6,000.00	$1,959.48	$5,535.51	$464.49	7.74%
4355	SUPPORT STAFF	$1,000.00	$0.00	$919.35	$80.65	8.07%
4356	MILEAGE REIMBURSEMENT	$1,100.00	$36.96	$561.88	$538.12	48.92%
TOTAL STAFF & BOARD DEVELOPMENT		**$11,800.00**	**$2,496.44**	**$10,685.73**	**$1,114.27**	**9.44%**
GROUP TOTAL PERSONNEL SERVICES		**$1,340,166.61**	**$103,999.34**	**$859,440.81**	**$480,725.80**	**35.87%**
CONTRACTUAL SERVICES						
PROFESSIONAL SERVICES						
4361	AUDIT FEES	$7,450.00	$2,000.00	$7,450.00	$0.00	0.00%
4362	LEGAL FEES	$2,000.00	$0.00	$833.00	$1,167.00	58.35%
4363	CONSULTANT FEES	$500.00	$0.00	$94.39	$405.61	81.12%
4364	APPRAISAL	$650.00	$0.00	$0.00	$650.00	100.00%
4365	ACCOUNTANT	$4,950.00	$365.00	$3,060.00	$1,890.00	38.18%
TOTAL PROFESSIONAL SERVICES		**$15,550.00**	**$2,365.00**	**$11,437.39**	**$4,112.61**	**26.45%**
OUTSIDE SERVICES						
4412	PAYROLL SERVICES	$5,040.00	$265.40	$2,415.04	$2,624.96	52.08%
4414	ALARM	$3,600.00	$0.00	$2,500.00	$1,100.00	30.56%
4416	MAINTENANCE	$40,500.00	$2,916.32	$25,331.64	$15,168.36	37.45%
4417	SWAN	$30,000.00	$0.00	$20,671.25	$9,328.75	31.10%
4418	TECHNOLOGY	$40,000.00	$4,867.99	$23,203.09	$16,796.91	41.99%
TOTAL OUTSIDE SERVICES		**$119,140.00**	**$8,049.71**	**$74,121.02**	**$45,018.98**	**37.79%**
PRINTING						
4424	NEWSLETTER PRINTING	$19,387.83	$0.00	$9,589.65	$9,798.18	50.54%
TOTAL PRINTING		**$19,387.83**	**$0.00**	**$9,589.65**	**$9,798.18**	**50.54%**
PROGRAMMING						
4451	YOUTH & TEEN PROGRAMMING	$11,000.00	$1,138.95	$9,298.84	$1,701.16	15.47%
4452	PUBLIC SERVICES PROGRAMMING	$14,000.00	$300.00	$9,632.86	$4,367.14	31.19%
4454	GENERAL PROGRAMMING	$10,000.00	$729.38	$4,103.24	$5,896.76	58.97%
TOTAL PROGRAMMING		**$35,000.00**	**$2,168.33**	**$23,034.94**	**$11,965.06**	**34.19%**
PUBLIC RELATIONS						
4461	Public Relations	$3,000.00	$0.00	$1,376.88	$1,623.12	54.10%
TOTAL PUBLIC RELATIONS		**$3,000.00**	**$0.00**	**$1,376.88**	**$1,623.12**	**54.10%**
GROUP TOTAL CONTRACTUAL SERVICES		**$192,077.83**	**$12,583.04**	**$119,559.88**	**$72,517.95**	**37.75%**

PALOS HEIGHTS PUBLIC LIBRARY
EST. 1944

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: AUGUST 2025

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE						
REPAIRS & MAINTENANCE						
4431	PEST CONTROL	$856.68	$68.79	$542.54	$314.14	36.67%
4432	HEATING/COOLING SERVICE	$13,000.00	$0.00	$13,000.00	$0.00	0.00%
4434	BUILDING REPAIRS	$12,000.00	$1,197.50	$9,994.86	$2,005.14	16.71%
4436	LAWN MAINTENANCE	$10,053.30	$956.63	$5,564.10	$4,489.20	44.65%
4437	SNOW REMOVAL	$6,751.61	$0.00	$1,767.00	$4,984.61	73.83%
TOTAL REPAIRS & MAINTENANCE		**$42,661.59**	**$2,222.92**	**$30,868.50**	**$11,793.09**	**27.64%**
EQUIPMENT MAINTENANCE						
4531	COPIER	$8,220.00	$1,264.63	$6,163.07	$2,056.93	25.02%
4533	OTHER EQUIPMENT	$240.00	$0.00	$206.25	$33.75	14.06%
TOTAL EQUIPMENT MAINTENANCE		**$8,460.00**	**$1,264.63**	**$6,369.32**	**$2,090.68**	**24.71%**
GROUP TOTAL BUILDING MAINTENANCE		**$51,121.59**	**$3,487.55**	**$37,237.82**	**$13,883.77**	**27.16%**
INSURANCE						
4441	BLDG. & CONTENTS/GLASS/LIMRiCC	$23,451.56	$771.00	$23,420.11	$31.45	0.13%
4443	DISABILITY (WORKMEN'S COMP)	$1,827.95	$0.00	$2,152.00	-$324.05	-17.73%
GROUP TOTAL INSURANCE		**$25,279.51**	**$771.00**	**$25,572.11**	**-$292.60**	**-1.16%**
UTILITIES						
4472	WATER	$3,000.00	$0.00	$1,585.37	$1,414.63	47.15%
4473	GAS	$2,000.00	$0.00	$0.00	$2,000.00	100.00%
4474	TELEPHONE/FAX	$2,369.60	$201.66	$1,378.89	$990.71	41.81%
4475	INTERNET/LOCAL AREA NET	$5,520.60	$889.28	$4,317.65	$1,202.95	21.79%
GROUP TOTAL UTILITIES		**$12,890.20**	**$1,090.94**	**$7,281.91**	**$5,608.29**	**43.51%**
SUPPLIES						
OFFICE SUPPLIES						
4511	PUBLIC SERVICES SUPPLIES	$1,000.00	$53.05	$794.98	$205.02	20.50%
4512	YOUTH & TEEN SERVICES SUPPLIES	$2,000.00	$93.22	$1,239.99	$760.01	38.00%
4514	BUSINESS OFFICE SUPPLIES	$3,200.00	$89.36	$2,109.06	$1,090.94	34.09%
4515	TECHNICAL SERVICES SUPPLIES	$6,000.00	$648.23	$3,613.79	$2,386.21	39.77%
4516	CIRCULATION SUPPLIES	$3,050.00	$44.12	$1,102.15	$1,947.85	63.86%
4518	LOCAL HISTORY SUPPLIES	$500.00	$0.00	$0.00	$500.00	100.00%
4519	HOSPITALITY SUPPLIES	$1,200.00	$84.88	$455.54	$744.46	62.04%
TOTAL OFFICE SUPPLIES		**$16,950.00**	**$1,012.86**	**$9,315.51**	**$7,634.49**	**45.04%**
JANITORIAL/CLEANING SUPPLIES						
4541	MAINTENANCE/CLEANING SUPPLIES	$5,350.00	$302.34	$4,115.81	$1,234.19	23.07%
TOTAL JANITORAL/CLEANINGSUPPLIES		**$5,350.00**	**$302.34**	**$4,115.81**	**$1,234.19**	**23.07%**
MAILING EXPENSES & FEES						
4551	POSTAGE & HANDLING	$650.00	$36.28	$359.24	$290.76	44.73%
4553	BULK FEES & PERMITS	$5,670.00	$878.62	$3,278.62	$2,391.38	42.18%
TOTAL OFFICE EXPENSE		**$6,320.00**	**$914.90**	**$3,637.86**	**$2,682.14**	**42.44%**
GROUP TOTAL SUPPLIES		**$28,620.00**	**$2,230.10**	**$17,069.18**	**$11,550.82**	**40.36%**
CAPITAL EXPENSES						
4631	SPECIAL RESERVES REPLENISHMENT	$195,523.97	$11,100.42	$67,264.22	$128,259.75	65.60%
GROUP TOTAL CAPITAL EXPENSES		**$195,523.97**	**$11,100.42**	**$67,264.22**	**$128,259.75**	**65.60%**

EST. 1944 PALOS HEIGHTS PUBLIC LIBRARY

BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: AUGUST 2025

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA -LIBRARY SUPPLIES						
4710A	DATABASES - Adult	$25,000.00	$0.00	$14,148.24	$10,851.76	43.41%
4710B	DATABASES -Youth	$4,700.00	$250.00	$3,369.82	$1,330.18	28.30%
4711	PERIODICALS	$12,000.00	$186.39	$1,822.04	$10,177.96	84.82%
4714	LARGE PRINT	$5,250.00	$555.30	$2,278.94	$2,971.06	56.59%
4715	BOOKS - Adult	$32,900.00	$3,342.38	$16,315.66	$16,584.34	50.41%
4716	BOOKS - Youth	$33,000.00	$2,980.92	$19,708.49	$13,291.51	40.28%
4717	VIDEOS - Adult	$4,000.00	$263.90	$2,197.36	$1,802.64	45.07%
4718	VIDEOS - Youth	$800.00	$76.46	$424.32	$375.68	46.96%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	$2,000.00	$44.99	$930.79	$1,069.21	53.46%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	$3,750.00	$2,428.71	$3,685.67	$64.33	1.72%
4721	SOFTWARE	$10,188.15	$320.00	$7,062.09	$3,126.06	30.68%
4722	REALIA	$1,000.00	$0.00	$306.02	$693.98	69.40%
4723A	VIDEO GAMES - Youth	$1,300.00	$0.00	$1,082.26	$217.74	16.75%
4724	GADGETS & GIZMOS	$1,000.00	$59.29	$448.20	$551.80	55.18%
4725A	E-BOOKS - Adult	$12,000.00	$832.58	$9,519.91	$2,480.09	20.67%
4725B	E-AUDIOBOOKS - ADULT	$14,000.00	$1,308.19	$11,222.23	$2,777.77	19.84%
4726	EBOOKS - Youth	$3,500.00	$182.97	$3,369.80	$130.20	3.72%
4727	PRESS READER	$4,196.85	$0.00	$0.00	$4,196.85	100.00%
GROUP TOTAL MEDIA		**$170,585.00**	**$12,832.08**	**$97,891.84**	**$72,693.16**	**42.61%**
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	$19,094.07	$1,368.43	$9,865.20	$9,228.87	48.33%
4902	PER CAPITA / OTHER GRANTS	$17,800.30	$0.00	$17,800.30	$0.00	0.00%
4904	FRIENDS - BOOK SALES	$11,000.00	$0.00	$11,662.25	-$662.25	-6.02%
4906a	RESTRICTED DONATIONS	$1,000.00	$0.00	$1,189.49	-$189.49	-18.95%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		**$48,894.37**	**$1,368.43**	**$40,517.24**	**$8,377.13**	**17.13%**
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	$58,711.00	$3,883.53	$61,834.33	-$3,123.33	-5.32%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		**$58,711.00**	**$3,883.53**	**$61,834.33**	**-$3,123.33**	**-5.32%**
TOTAL EXPENDITURES		**$2,123,870.08**	**$153,346.43**	**$1,333,669.34**	**$790,200.74**	**37.21%**

EST. 1944 | PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo		Amount
Adducci Vega Financial Group, LLC					
08/16/2025	Check	6163	07 July Reconciliation Invoice 202063464	4365 Accountant	$365.00
Total for Adducci Vega Financial Group, LLC					**$365.00**
Amazon					
08/04/2025	Expense	AMAZON PORTAL	1Y3M-R7Y4-41TV Little tykes dream	4716 Books - Youth	$342.35
08/04/2025	Expense	AMAZON PORTAL	1TKX-WD16-Y9H3 Spices	4511 Public Services - Supplies	$45.45
08/04/2025	Expense	AMAZON PORTAL	13Y3-CVD7-QQ1Q Replacement discs	4724 Gadgets & Gizmos	$43.29
08/05/2025	Expense	AMAZON PORTAL	133W-5CC9-L1V7	4511 Public Services - Supplies	$7.60
08/06/2025	Expense	AMAZON PORTAL	1P6H-THX4-DVJF Little Tykes Dream	4716 Books - Youth	$12.80
08/16/2025	Expense	AMAZON PORTAL	1JFK-LG7L-6RCK (3) Multifold towels	4541 Maintenance/Cleaning Supplies	$110.34
08/16/2025	Expense	AMAZON PORTAL	141Q-NGVH-7114 Sun Art	4724 Gadgets & Gizmos	$16.00
08/20/2025	Expense	AMAZON PORTAL	1FFT7-77Q7-9W4D	4516 Circulation - Supplies	$44.12
08/20/2025	Expense	AMAZON PORTAL	1NNG-DWV1-MC31	4515 Technical Services - Supplies	$77.70
08/20/2025	Expense	AMAZON PORTAL	1RPC-1PG9-9TJW iPad for Trustee	4418 Technology	$307.99
08/22/2025	Expense	AMAZON PORTAL	1LCV-PHMK-QKQ9 Fall 2025	4451 Youth & Teen Programming	$147.79
08/22/2025	Expense	AMAZON PORTAL	1J4J-6KQ1-THQ9 Fall Supplies	4512 Youth & Teen - Supplies	$93.22
08/27/2025	Expense	AMAZON PORTAL	1CFW-NYNW-9FRK Coffee Tea	4519 Hospitality - Supplies	$84.88
08/27/2025	Expense	AMAZON PORTAL	111G-WTTKT-DH7W	4514 Business Office - Supplies	$69.49
08/27/2025	Expense	AMAZON PORTAL	111G-WTTKT-DH7W All purpose cleaner and brush	4541 Maintenance/Cleaning Supplies	$11.58
08/27/2025	Expense	AMAZON PORTAL	1FPQ-L7V1-GWY1 48 rolls toilet paper	4541 Maintenance/Cleaning Supplies	$73.62
08/27/2025	Expense	AMAZON PORTAL	1J1L-KN9Q-4KQ4 48 rolls toilet paper NEVER RECEIVED	4541 Maintenance/Cleaning Supplies	-$36.81
08/27/2025	Expense	AMAZON PORTAL	1J3G-6HT9-C9G6 72 rolls toilet paper	4541 Maintenance/Cleaning Supplies	$49.25
08/28/2025	Expense	AMAZON PORTAL	1YRR-J1CH-6WHY First Aid	4514 Business Office - Supplies	$11.08
Total for Amazon					**$1,511.74**
Anderson Pest Solutions					
08/11/2025	Check	6160	Invoice 81562860	4431 Pest Control	$68.79
Total for Anderson Pest Solutions					**$68.79**
At&T - Fiber Line					
08/27/2025	Check	6173	6086755015	4475 Internet	$889.28
Total for At&T - Fiber Line					**$889.28**
Baker & Taylor L5346512 Youth Books					
08/04/2025	Check	6148	07 July pre processing	4515 Technical Services - Supplies	$1.05
08/04/2025	Check	6148	23039175203	4716 Books - Youth	$19.65
08/04/2025	Check	6148	2039208470	4716 Books - Youth	$17.45
08/05/2025	Check	6152	05 May pre processing	4515 Technical Services - Supplies	$1.05
08/05/2025	Check	6152	05 May YTS	4716 Books - Youth	$64.85
08/05/2025	Check	6152	05 May shipping	4716 Books - Youth	$1.95
08/05/2025	Check	6152	05 May YTS	4716 Books - Youth	$26.37
08/05/2025	Check	6152	05 May shipping	4716 Books - Youth	$0.79
Total for Baker & Taylor L5346512 Youth Books					**$133.16**
Building Technology Consultants, Inc.					
08/06/2025	Check	6154	Invoice 13965 Window repair 25%	4631 Contingency / Special Reserves Replenishment	$3,375.00
Total for Building Technology Consultants, Inc.					**$3,375.00**
Children's Plus Inc.					
08/01/2025	Check	6144	Invoice 263985	4716 Books - Youth	$14.95
Total for Children's Plus Inc.					**$14.95**
CIT					
08/11/2025	Check	6162	Invoice 47576872	4531 Copier	$631.54
Total for CIT					**$631.54**
City Of Palos Heights IMRF					
08/31/2025	Journal Entry	107	4.5%	4311 Salaried Employees	$2,642.60
08/31/2025	Journal Entry	107	4.5%	4312 Hourly Employees	$243.30
08/31/2025	Journal Entry	108	VIMRF	4311 Salaried Employees	$1,440.40
08/31/2025	Check	23133	08 August Payment	4331 IMRF Ill. Muni. Ret. Fund	$6,297.62
Total for City Of Palos Heights IMRF					**$10,623.92**
Claire Ewers					
08/21/2025	Check	23130	CE Tuition Reimb. Masters Library Information & Science	4631 Contingency / Special Reserves Replenishment	$1,500.00
Total for Claire Ewers					**$1,500.00**
ComEd					
08/20/2025	Check	6166	Billing through 8.4.25	4631 Contingency / Special Reserves Replenishment	$6,225.42
Total for ComEd					**$6,225.42**
Cosmopolitan Building Services					
08/06/2025	Check	6157	08 Aug 25 Janitorial Services Invoice 6651	4416 Maintenance	$2,722.50
Total for Cosmopolitan Building Services					**$2,722.50**
Daily Southtown					
08/21/2025	Check	6170	Daily Southtown Print	4711 Periodicals	$186.39
Total for Daily Southtown					**$186.39**

EST. 1944 PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo		Amount
Emily Navarro					
	08/20/2025 Check	23129	EN Digipalooza Conference Cleveland OH	4354 Professional Staff	$614.48
Total for Emily Navarro					**$614.48**
Friends of the Library					
	08/27/2025 Check	23131	Profits from Candy sales Summer Reading kick off	4900 Miscellaneous - Reimbursements	$98.44
Total for Friends of the Library					**$98.44**
GT Mechanical					
	08/01/2025 Expense	ACH GT	23009675 AHU drain blockage	4434 Building Repairs	$647.50
Total for GT Mechanical					**$647.50**
Homer Tree Care, Inc.					
	08/06/2025 Check	6155	Invoice 61785 Storm 2 large tree limb hanging over handicap area	7001 Special Reserves Projects	$500.00
Total for Homer Tree Care, Inc.					**$500.00**
Illinois Library Association					
	08/05/2025 Check	6153	Invoice 318566 Zubik renewal	4351 Membership Fees	$75.00
	08/11/2025 Check	6161	Invoice 318021 Institutional renewal	4351 Membership Fees	$225.00
	08/11/2025 Check	6161	Invoice 318356 Blazek renewal split	4351 Membership Fees	$188.99
	08/11/2025 Check	6161	Invoice 318356 Blazek renewal split	4353 Administrator	$11.01
	08/28/2025 Check	6175	Invoice 319353 CD ILA Conference	4354 Professional Staff	$50.00
Total for Illinois Library Association					**$550.00**
Impact Networking, Inc					
	08/27/2025 Check	6172	Overages June -Aug	4531 Copier	$633.09
Total for Impact Networking, Inc					**$633.09**
Independent Construction Services					
	08/07/2025 Check	6158	Invoice 1616	7001 Special Reserves Projects	$217.50
Total for Independent Construction Services					**$217.50**
Ingram					
	08/05/2025 Check	6151	07 July Invoices	4714 Large Print Books	$550.72
	08/05/2025 Check	6151	07 July Invoices	4715 Books - Adult	$3,315.91
	08/05/2025 Check	6151	07 July Invoices	4716 Books - Youth	$2,465.81
	08/05/2025 Check	6151	07 July Pre processing large print	4515 Technical Services - Supplies	$7.92
	08/05/2025 Check	6151	07 July Pre processing adult books	4515 Technical Services - Supplies	$140.58
	08/05/2025 Check	6151	07 July Pre processing youth books	4515 Technical Services - Supplies	$125.73
	08/05/2025 Check	6151	07 July Shipping	4714 Large Print Books	$4.58
	08/05/2025 Check	6151	07 July Shipping	4715 Books - Adult	$26.47
	08/05/2025 Check	6151	07 July Shipping	4716 Books - Youth	$13.95
Total for Ingram					**$6,651.67**
Jim's Appliance Service					
	08/01/2025 Check	6147	Meeting Rm refrigerator repair exceeds worth	4434 Building Repairs	$149.00
Total for Jim's Appliance Service					**$149.00**
Kathryn Atwood					
	08/01/2025 Check	23127	8.5.25 Songs of World War II	4452 Public Services Programming	$300.00
Total for Kathryn Atwood					**$300.00**
Lauterbach & Amen, LLP					
	08/20/2025 Check	6167	Audit 2024 Final Billing	4361 Audit Fees	$2,000.00
Total for Lauterbach & Amen, LLP					**$2,000.00**
LIMRiCC-Employees					
	08/20/2025 Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	$1,198.00
	08/20/2025 Journal Entry	106	Employee Paid Benefits	4311 Salaried Employees	$678.49
	08/20/2025 Expense	ACH LIM	08 AUG 25	4333 Insurance	$13,227.20
Total for LIMRiCC-Employees					**$15,103.69**
Midwest Tape - 19730					
	08/04/2025 Check	6149	07 July Invoices	4717 Videos - Adult	$263.90
	08/04/2025 Check	6149	07 July Invoices	4719 Audiobooks - Adult	$44.99
	08/04/2025 Check	6149	07 July pre processing 4717	4515 Technical Services - Supplies	$25.55
	08/04/2025 Check	6149	07 July pre processing 4719	4515 Technical Services - Supplies	$2.99
Total for Midwest Tape - 19730					**$337.43**
Midwest Tape - 19996					
	08/04/2025 Check	6150	07 July Invoices	4718 Videos - Youth	$76.46
	08/04/2025 Check	6150	07 July pre processing	4515 Technical Services - Supplies	$9.36
Total for Midwest Tape - 19996					**$85.82**

PALOS HEIGHTS PUBLIC LIBRARY

EST. 1944

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

Type	Date	Num	Memo		Amount
Old National Bank - MasterCard					
08/04/2025	Expense	MasterCard	Disney Plus Monthly Fee	4451 Youth & Teen Programming	$10.99
08/04/2025	Expense	MasterCard	SIP, Google Fi	4474 Telephone/FAX	$123.37
08/04/2025	Expense	MasterCard	OCLC	4551 Postage & Handling	$36.28
08/04/2025	Expense	MasterCard	Duo	4721 Software	$120.00
08/04/2025	Expense	MasterCard	Nintendo Switch	4451 Youth & Teen Programming	$799.94
08/04/2025	Expense	MasterCard	Cube backup annual renewal	4721 Software	$200.00
08/04/2025	Expense	MasterCard	ILA Conference CD, MM, CE, EN, CD Dues, TF Paylocity	4354 Professional Staff	$1,295.00
08/04/2025	Expense	MasterCard	Painting dep circ ceiling, YTS activity room lock service call	4434 Building Repairs	$401.00
08/04/2025	Expense	MasterCard	Pizza Teen after hours	4451 Youth & Teen Programming	$105.90
08/04/2025	Expense	MasterCard	Fan Con Tshirts/Design download	4454 General Programming	$79.38
08/04/2025	Expense	MasterCard	Packing tape	4514 Business Office - Supplies	$8.79
08/04/2025	Expense	MasterCard	Library card barcodes	4515 Technical Services - Supplies	$256.30
08/04/2025	Expense	MasterCard	Tax from Nintendo purchase to be reimb.	4900 Miscellaneous - Reimbursements	$71.99
08/04/2025	Expense	MasterCard	Educate Station annual subscription	4710b Databases (Youth)	$250.00
08/04/2025	Expense	MasterCard	(2) Surface Tablets	7001 Special Reserves Projects	$3,166.03
Total for Old National Bank - MasterCard					**$6,924.97**
Otis Elevator					
08/16/2025	Expense	OTIS PORTAL	Invoice 100402034861	4416 Maintenance	$193.82
Total for Otis Elevator					**$193.82**
OverDrive, Inc.					
08/11/2025	Check	6159	01658CO25240365	4725A E-Books - Adult	$832.58
08/11/2025	Check	6159	01658CO25240371	4725B E-Audiobooks - Adult	$1,308.19
08/16/2025	Check	6164	01658CO25239563	4726 E-Books - Youth	$182.97
Total for OverDrive, Inc.					**$2,323.74**
Paylocity Payroll Billing					
08/08/2025	Expense	PAYLOCITY	Check date 8.08.25	4412 Payroll Services	$81.67
08/22/2025	Expense	PAYLOCITY	Check date 8.22.25	4412 Payroll Services	$183.73
Total for Paylocity Payroll Billing					**$265.40**
Paylocity Payroll Net					
08/08/2025	Expense	PAYLOCITY	Check date 8.8.25	4311 Salaried Employees	$20,551.24
08/08/2025	Expense	PAYLOCITY	Check date 8.8.25	4312 Hourly Employees	$6,894.32
08/08/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement	$22.47
08/08/2025	Expense	PAYLOCITY	MKK Target Librarian lockbox	4451 Youth & Teen Programming	$49.34
08/08/2025	Expense	PAYLOCITY	MKK Target Switch accessories	4451 Youth & Teen Programming	$24.99
08/22/2025	Expense	PAYLOCITY	Check date 8.22.25	4311 Salaried Employees	$21,065.13
08/22/2025	Expense	PAYLOCITY	Check date 8.22.25	4312 Hourly Employees	$7,453.17
08/22/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement	$5.39
08/22/2025	Expense	PAYLOCITY	CV homebound deliveries	4356 Mileage Reimbursement	$9.10
Total for Paylocity Payroll Net					**$56,075.15**
Paylocity Payroll Taxes					
08/08/2025	Expense	PAYLOCITY	Check date 8.8.25	4311 Salaried Employees	$6,090.85
08/08/2025	Expense	PAYLOCITY	Check date 8.8.25	4332 FICA Social Security	$2,838.00
08/08/2025	Expense	PAYLOCITY	Check date 8.8.25	4312 Hourly Employees	$1,398.55
08/22/2025	Expense	PAYLOCITY	Check date 8.22.25	4311 Salaried Employees	$6,255.45
08/22/2025	Expense	PAYLOCITY	Check date 8.22.25	4332 FICA Social Security	$2,939.44
08/22/2025	Expense	PAYLOCITY	Check date 8.22.25	4312 Hourly Employees	$1,487.14
Total for Paylocity Payroll Taxes					**$21,009.43**
Peerless Network, Inc					
08/16/2025	Check	6165	Invoice 81005	4474 Telephone/FAX	$78.29
Total for Peerless Network, Inc					**$78.29**
Playaway Products					
08/01/2025	Check	6145	Invoice 507380	4720 Audiobooks/Playaways - Youth	$207.97
08/20/2025	Check	6168	Invoice 54639	4720 Audiobooks/Playaways - Youth	$1,904.89
08/27/2025	Check	6171	Invoice 504921	4720 Audiobooks/Playaways - Youth	$315.85
Total for Playaway Products					**$2,428.71**
Risk Program Administrators					
08/06/2025	Check	6156	Invoice 5718053 Crime 1 of 3 payments	4441 Bldg & Contents/Glass/LIM	$771.00
Total for Risk Program Administrators					**$771.00**
Roy Erikson Outdoor Maintenance					
08/27/2025	Check	6174	Invoice 07-44100	4436 Lawn Maintenance	$956.63
Total for Roy Erikson Outdoor Maintenance					**$956.63**
Shark Shredding					
08/01/2025	Check	6146	Shredding Event 8.23.25	4454 General Programming	$650.00
Total for Shark Shredding					**$650.00**

EST. 1944 PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo		Amount
Truty, Marcin					
08/04/2025	Expense	ACH MARCIN	06 July IT Services 25-07	4418 Technology	$4,560.00
Total for Truty, Marcin					**$4,560.00**
U.S. Post Office					
08/28/2025	Check	23132	Newsletter postage	4553 Bulk Fees & Permits	$878.62
Total for U.S. Post Office					**$878.62**
Warehouse Direct					
08/20/2025	Check	6169	(2) Large Liner	4541 Maintenance/Cleaning Supplies	$94.36
Total for Warehouse Direct					**$94.36**
			TOTAL CHECKS FOR BOARD APPROVAL		**$153,346.43**

EST. 1944 | PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
August 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	$31,283.95	$639,237.84	$1,156.26	$200.00	$572.09	$2,596.70	$675,046.84
WITHDRAWLS	($153,346.43)						($153,346.43)
TRANSFERS	$50,000.00	($50,000.00)					$0.00
	$60,000.00	($60,000.00)					
DEPOSITS	$329.50	$10,074.52					$34,526.63
	$17,800.30						
	$2,173.00						
	$1,198.00						
	$496.61						
	$317.53						
	$162.62						
	$80.70						
	$1,577.00						
	$316.85						
ADJUSTMENTS							
INTEREST EARNED	$0.74	$1,818.21	$4.34	N/A	N/A	$2.03	$1,825.32
ENDING BALANCE	$12,390.37	$541,130.57	$1,160.60	$200.00	$572.09	$2,598.73	$558,052.36
TOTALS	**$554,881.54 GENERAL FUND**				**$3,170.82 SPECIAL RESERVES FUND**		**$558,052.36 TOTAL FUND BALANCE**
INTEREST RATES	0.02%	3.820%	4.436%	N/A	N/A	0.920%	

TOTAL FUND BALANCE MONTH ENDING: AUGUST 31, 2025
$558,052.36