



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**BOARD MOTIONS APPROVED  
11/20/2025**

<b>OCTOBER</b>		<b>AMOUNT</b>	<b>PAGE(s)</b>
<b>MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:</b>	<b>OCTOBER</b>	<b>\$204,329.74</b>	<b>6.1 TO 6.3</b>
<b>MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:</b>	<del> </del>	<del> </del>	<del> </del>
<b>MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:</b>	<b>10/31/2025</b>	<b>N/A</b>	<b>1</b>



	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
<b>FRONT DESK</b>			
» Fines/Lost/Damaged	\$211.05		\$211.05
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$429.75		\$429.75
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$657.85		\$657.85
» Miscellaneous	\$1,198.00		\$1,198.00
<b>DONATIONS/GIFTS</b>			
» Restricted	\$125.00		\$125.00
» Annual Fundraising	\$65.27		\$65.27
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>COPIER</b>	\$491.30		\$491.30
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$781.48	\$2.03	\$783.51
<b>TOTAL REVENUES</b>	<b>\$3,959.70</b>	<b>\$2.03</b>	<b>\$3,961.73</b>
<b>EXPENDITURES</b>			
<b>PERSONNEL SERVICES</b>			
» Operational Salaries	\$114,703.60		\$114,703.60
» Employee Benefits	\$31,406.19		\$31,406.19
» Staff & Board Development	\$377.48		\$377.48
<b>CONTRACTUAL SERVICES</b>	\$23,135.00		\$23,135.00
<b>BUILDING MAINTENANCE</b>	\$2,769.46		\$2,769.46
<b>INSURANCE</b>	\$0.00		\$0.00
<b>UTILITIES</b>	\$661.17		\$661.17
<b>SUPPLIES</b>	\$2,308.99		\$2,308.99
<b>CAPITAL EXPENSES</b>	\$10,097.56		\$10,097.56
<b>MEDIA</b>	\$17,204.19		\$17,204.19
<b>REIMBURSEMENTS</b>	\$1,666.10		\$1,666.10
<b>SR PROJECTS</b>	\$0.00		\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$204,329.74</b>	<b>\$0.00</b>	<b>\$204,329.74</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DEFICIENCY)</b>	-\$200,370.04	\$2.03	-\$200,368.01
<b>OTHER FINANCING SOURCES (USES)</b>			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	-\$500.00	\$0.00	-\$500.00
<small>Check #23128 error in QB's cleared in October 2025</small>			
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-\$500.00</b>	<b>\$0.00</b>	<b>-\$500.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-\$200,870.04</b>	<b>\$2.03</b>	<b>-\$200,868.01</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$412,828.67</b>	<b>\$3,172.79</b>	<b>\$416,001.46</b>
<b>END OF MONTH</b>	<b>\$211,958.63</b>	<b>\$3,174.82</b>	<b>\$215,133.45</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**GENERAL FUND  
BUDGETARY COMPARISON SCHEDULE  
MONTH ENDING: OCTOBER 2025**

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
<b>REVENUES</b>					
PROPERTY TAXES	\$1,984,410.78	\$1,984,410.78	\$1,026,979.04	\$957,431.74	51.75%
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	\$2,531.73	-\$31.73	101.27%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$1,034.27	\$765.73	57.46%
Miscellaneous	\$3,500.00	\$3,500.00	\$3,267.88	\$232.12	93.37%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$13,351.85	-\$2,351.85	121.38%
Miscellaneous	\$12,784.00	\$12,784.00	\$12,663.55	\$120.45	99.06%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$1,350.00	-\$350.00	135.00%
Unrestricted	\$15,000.00	\$15,000.00	\$1,319.98	\$13,680.02	8.80%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$4,000.00	\$4,000.00	\$6,813.55	-\$2,813.55	170.34%
<b>GRANTS</b>	\$17,800.30	\$17,800.30	\$17,800.30	\$0.00	100.00%
<b>INTEREST</b>	\$30,075.00	\$30,075.00	\$22,942.87	\$7,132.13	76.29%
<b>TOTAL REVENUES</b>	<b>\$2,123,870.08</b>	<b>\$2,123,870.08</b>	<b>\$1,124,717.26</b>	<b>\$999,152.82</b>	<b>52.96%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$834,488.65	-\$174,454.77	-17.29%
Employee Benefits	\$319,423.19	\$319,423.19	\$261,433.48	-\$57,989.71	-18.15%
Staff & Board Development	\$11,800.00	\$11,800.00	\$10,905.14	-\$894.86	-7.58%
<b>CONTRACTUAL SERVICES</b>	\$192,077.83	\$192,077.83	\$154,963.28	-\$37,114.55	-19.32%
<b>BUILDING MAINTENANCE</b>	\$51,121.59	\$51,121.59	\$44,154.24	-\$6,967.35	-13.63%
<b>INSURANCE</b>	\$25,279.51	\$25,279.51	\$25,572.11	\$292.60	1.16%
<b>UTILITIES</b>	\$12,890.20	\$12,890.20	\$9,771.97	-\$3,118.23	-24.19%
<b>SUPPLIES</b>	\$28,620.00	\$28,620.00	\$21,831.73	-\$6,788.27	-23.72%
<b>CAPITAL EXPENSES</b>	\$195,523.97	\$195,523.97	\$95,757.48	-\$99,766.49	-51.03%
<b>MEDIA</b>	\$170,585.00	\$170,585.00	\$125,220.56	-\$45,364.44	-26.59%
<b>REIMBURSEMENTS</b>	\$48,894.37	\$48,894.37	\$45,428.90	-\$3,465.47	-7.09%
<b>SR PROJECTS</b>	\$58,711.00	\$58,711.00	\$61,834.33	\$3,123.33	5.32%
<b>TOTAL EXPENDITURES</b>	<b>\$2,123,870.08</b>	<b>\$2,123,870.08</b>	<b>\$1,691,361.87</b>	<b>-\$432,508.21</b>	<b>-20.36%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$566,644.61</b>	<b>\$566,644.61</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>-\$566,644.61</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$36,724.50</b>		
			<b>-\$734,050.69</b>		



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**GENERAL FUND**

**BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: OCTOBER 2025**

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>					
<b>OPERATIONAL SALARIES</b>					
4311 SALARIED EMPLOYEES	\$774,582.04	\$88,086.24	\$639,604.32	\$134,977.72	17.43%
4312 HOURLY EMPLOYEES	\$229,111.38	\$26,617.36	\$194,209.33	\$34,902.05	15.23%
4313 ADDITIONAL COMPENSATION	\$5,250.00	\$0.00	\$675.00	\$4,575.00	87.14%
<b>TOTAL OPERATIONAL SALARIES</b>	<b>\$1,008,943.42</b>	<b>\$114,703.60</b>	<b>\$834,488.65</b>	<b>\$174,454.77</b>	<b>17.29%</b>
<b>EMPLOYEE BENEFITS</b>					
4331 ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$9,456.05	\$67,864.08	\$16,218.55	19.29%
4332 SOCIAL SECURITY - FICA	\$76,778.12	\$8,722.94	\$63,276.96	\$13,501.16	17.58%
4333 INSURANCE	\$157,362.44	\$13,227.20	\$129,910.44	\$27,452.00	17.45%
4334 CLOTHING	\$1,200.00	\$0.00	\$382.00	\$818.00	68.17%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$319,423.19</b>	<b>\$31,406.19</b>	<b>\$261,433.48</b>	<b>\$57,989.71</b>	<b>18.15%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>					
4351 MEMBERSHIP FEES	\$2,400.00	\$0.00	\$2,858.99	-\$458.99	-19.12%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$310.00	\$490.00	61.25%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
4354 PROFESSIONAL STAFF	\$6,000.00	\$0.00	\$4,857.05	\$1,142.95	19.05%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$1,250.00	-\$250.00	-25.00%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$377.48	\$1,129.10	-\$29.10	-2.65%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>	<b>\$11,800.00</b>	<b>\$377.48</b>	<b>\$10,905.14</b>	<b>\$894.86</b>	<b>7.58%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>	<b>\$1,340,166.61</b>	<b>\$146,487.27</b>	<b>\$1,106,827.27</b>	<b>\$233,339.34</b>	<b>17.41%</b>
<b>CONTRACTUAL SERVICES</b>					
<b>PROFESSIONAL SERVICES</b>					
4361 AUDIT FEES	\$7,450.00	\$0.00	\$7,450.00	\$0.00	0.00%
4362 LEGAL FEES	\$2,000.00	\$74.00	\$907.00	\$1,093.00	54.65%
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	\$3,790.00	\$1,160.00	23.43%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$15,550.00</b>	<b>\$439.00</b>	<b>\$12,241.39</b>	<b>\$3,308.61</b>	<b>21.28%</b>
<b>OUTSIDE SERVICES</b>					
4412 PAYROLL SERVICES	\$5,040.00	\$263.83	\$2,941.13	\$2,098.87	41.64%
4414 ALARM	\$3,600.00	\$0.00	\$3,244.00	\$356.00	9.89%
4416 MAINTENANCE	\$40,500.00	\$2,916.32	\$31,164.28	\$9,335.72	23.05%
4417 SWAN	\$30,000.00	\$7,009.75	\$27,681.00	\$2,319.00	7.73%
4418 TECHNOLOGY	\$40,000.00	\$4,480.00	\$32,870.05	\$7,129.95	17.82%
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$119,140.00</b>	<b>\$14,669.90</b>	<b>\$97,900.46</b>	<b>\$21,239.54</b>	<b>17.83%</b>
<b>PRINTING</b>					
4424 NEWSLETTER PRINTING	\$19,387.83	\$6,393.10	\$15,982.75	\$3,405.08	17.56%
<b>TOTAL PRINTING</b>	<b>\$19,387.83</b>	<b>\$6,393.10</b>	<b>\$15,982.75</b>	<b>\$3,405.08</b>	<b>17.56%</b>
<b>PROGRAMMING</b>					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$22.98	\$9,993.00	\$1,007.00	9.15%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$1,407.00	\$12,220.86	\$1,779.14	12.71%
4454 GENERAL PROGRAMMING	\$10,000.00	\$78.98	\$5,036.96	\$4,963.04	49.63%
<b>TOTAL PROGRAMMING</b>	<b>\$35,000.00</b>	<b>\$1,508.96</b>	<b>\$27,250.82</b>	<b>\$7,749.18</b>	<b>22.14%</b>
<b>PUBLIC RELATIONS</b>					
4461 Public Relations	\$3,000.00	\$124.04	\$1,587.86	\$1,412.14	47.07%
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$3,000.00</b>	<b>\$124.04</b>	<b>\$1,587.86</b>	<b>\$1,412.14</b>	<b>47.07%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>	<b>\$192,077.83</b>	<b>\$23,135.00</b>	<b>\$154,963.28</b>	<b>\$37,114.55</b>	<b>19.32%</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**GENERAL FUND  
BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: OCTOBER 2025**

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>BUILDING MAINTENANCE</b>					
<b>REPAIRS &amp; MAINTENANCE</b>					
4431 PEST CONTROL	\$856.68	\$68.79	\$680.12	\$176.56	20.61%
4432 HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$13,000.00	\$0.00	0.00%
4434 BUILDING REPAIRS	\$12,000.00	\$992.50	\$11,617.36	\$382.64	3.19%
4436 LAWN MAINTENANCE	\$10,053.30	\$1,076.63	\$7,597.36	\$2,455.94	24.43%
4437 SNOW REMOVAL	\$6,751.61	\$0.00	\$3,627.00	\$3,124.61	46.28%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>\$42,661.59</b>	<b>\$2,137.92</b>	<b>\$36,521.84</b>	<b>\$6,139.75</b>	<b>14.39%</b>
<b>EQUIPMENT MAINTENANCE</b>					
4531 COPIER	\$8,220.00	\$631.54	\$7,426.15	\$793.85	9.66%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$206.25	\$33.75	14.06%
<b>TOTAL EQUIPMENT MAINTENANCE</b>	<b>\$8,460.00</b>	<b>\$631.54</b>	<b>\$7,632.40</b>	<b>\$827.60</b>	<b>9.78%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>	<b>\$51,121.59</b>	<b>\$2,769.46</b>	<b>\$44,154.24</b>	<b>\$6,967.35</b>	<b>13.63%</b>
<b>INSURANCE</b>					
4441 BLDG. & CONTENTS/GLASS/LIMRICC	\$23,451.56	\$0.00	\$23,420.11	\$31.45	0.13%
4443 DISABILITY (WORKMEN'S COMP)	\$1,827.95	\$0.00	\$2,152.00	-\$324.05	-17.73%
<b>GROUP TOTAL INSURANCE</b>	<b>\$25,279.51</b>	<b>\$0.00</b>	<b>\$25,572.11</b>	<b>-\$292.60</b>	<b>-1.16%</b>
<b>UTILITIES</b>					
4472 WATER	\$3,000.00	\$466.55	\$2,880.51	\$119.49	3.98%
4473 GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474 TELEPHONE/FAX	\$2,369.60	\$194.72	\$1,768.23	\$601.37	25.38%
4475 INTERNET/LOCAL AREA NET	\$5,520.60	\$0.00	\$5,123.23	\$397.37	7.20%
<b>GROUP TOTAL UTILITIES</b>	<b>\$12,890.20</b>	<b>\$661.27</b>	<b>\$9,771.97</b>	<b>\$3,118.23</b>	<b>24.19%</b>
<b>SUPPLIES</b>					
<b>OFFICE SUPPLIES</b>					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$0.00	\$921.13	\$78.87	7.89%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$46.18	\$1,963.36	\$36.64	1.83%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$35.38	\$2,485.70	\$714.30	22.32%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$590.97	\$4,856.08	\$1,143.92	19.07%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$83.31	\$1,185.46	\$1,864.54	61.13%
4518 LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$559.99	\$640.01	53.33%
<b>TOTAL OFFICE SUPPLIES</b>	<b>\$16,950.00</b>	<b>\$755.84</b>	<b>\$11,971.72</b>	<b>\$4,978.28</b>	<b>29.37%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>					
4541 MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$356.23	\$4,996.18	\$353.82	6.61%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>	<b>\$5,350.00</b>	<b>\$356.23</b>	<b>\$4,996.18</b>	<b>\$353.82</b>	<b>6.61%</b>
<b>MAILING EXPENSES &amp; FEES</b>					
4551 POSTAGE & HANDLING	\$650.00	\$26.92	\$415.21	\$234.79	36.12%
4553 BULK FEES & PERMITS	\$5,670.00	\$1,170.00	\$4,448.62	\$1,221.38	21.54%
<b>TOTAL OFFICE EXPENSE</b>	<b>\$6,320.00</b>	<b>\$1,196.92</b>	<b>\$4,863.83</b>	<b>\$1,456.17</b>	<b>23.04%</b>
<b>GROUP TOTAL SUPPLIES</b>	<b>\$28,620.00</b>	<b>\$2,308.99</b>	<b>\$21,831.73</b>	<b>\$6,788.27</b>	<b>23.72%</b>
<b>CAPITAL EXPENSES</b>					
4631 SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$10,097.56	\$95,757.48	\$99,766.49	51.03%
<b>GROUP TOTAL CAPITAL EXPENSES</b>	<b>\$195,523.97</b>	<b>\$10,097.56</b>	<b>\$95,757.48</b>	<b>\$99,766.49</b>	<b>51.03%</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**GENERAL FUND  
BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: OCTOBER 2025**

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>MEDIA - LIBRARY SUPPLIES</b>					
4710A DATABASES - Adult	\$25,000.00	\$6,175.00	\$20,323.24	\$4,676.76	18.71%
4710B DATABASES - Youth	\$4,700.00	\$0.00	\$4,529.82	\$170.18	3.62%
4711 PERIODICALS	\$12,000.00	\$5,998.46	\$8,334.21	\$3,665.79	30.55%
4714 LARGE PRINT	\$5,250.00	\$270.35	\$2,963.07	\$2,286.93	43.56%
4715 BOOKS - Adult	\$32,900.00	\$1,760.85	\$20,456.09	\$12,443.91	37.82%
4716 BOOKS - Youth	\$33,000.00	\$1,465.95	\$24,183.83	\$8,816.17	26.72%
4717 VIDEOS - Adult	\$4,000.00	\$166.44	\$2,616.45	\$1,383.55	34.59%
4718 VIDEOS - Youth	\$800.00	\$0.00	\$505.29	\$294.71	36.84%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$112.98	\$1,248.73	\$751.27	37.56%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$0.00	\$3,685.67	\$64.33	1.72%
4721 SOFTWARE	\$10,188.15	\$141.19	\$7,643.08	\$2,545.07	24.98%
4722 REALIA	\$1,000.00	\$0.00	\$306.02	\$693.98	69.40%
4723A VIDEO GAMES - Youth	\$1,300.00	\$59.99	\$1,281.13	\$18.87	1.45%
4724 GADGETS & GIZMOS	\$1,000.00	\$79.99	\$552.14	\$447.86	44.79%
4725A E-BOOKS - Adult	\$12,000.00	\$619.50	\$10,901.07	\$1,098.93	9.16%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$303.49	\$12,270.92	\$1,729.08	12.35%
4726 EBOOKS - Youth	\$3,500.00	\$50.00	\$3,419.80	\$80.20	2.29%
4727 PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
<b>GROUP TOTAL MEDIA</b>	<b>\$170,585.00</b>	<b>\$17,204.19</b>	<b>\$125,220.56</b>	<b>\$45,364.44</b>	<b>26.59%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>					
4900 MISCELLANEOUS	\$19,094.07	\$1,198.00	\$12,395.79	\$6,698.28	35.08%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,800.30	\$0.00	0.00%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$315.04	\$13,842.93	-\$2,842.93	-25.84%
4906a RESTRICTED DONATIONS	\$1,000.00	\$153.06	\$1,389.88	-\$389.88	-38.99%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>	<b>\$48,894.37</b>	<b>\$1,666.10</b>	<b>\$45,428.90</b>	<b>\$3,465.47</b>	<b>7.09%</b>
<b>SPECIAL RESERVE PROJECTS</b>					
7001 SPECIAL RESERVE - PROJECTS	\$58,711.00	\$0.00	\$61,834.33	-\$3,123.33	-5.32%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>	<b>\$58,711.00</b>	<b>\$0.00</b>	<b>\$61,834.33</b>	<b>-\$3,123.33</b>	<b>-5.32%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,123,870.08</b>	<b>\$204,329.84</b>	<b>\$1,691,361.87</b>	<b>\$432,508.21</b>	<b>20.36%</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
Adducci Vega Financial Group, LLC				
10/17/2025	Check	6221	09 September Reconciliation Invoice 202064622	4365 Accountant
				<u>\$365.00</u>
Total for Adducci Vega Financial Group, LLC				\$365.00
Amazon				
10/03/2025	Expense	AMAZON PORTAL	1QH1-HTP3-FFP3	4723B Video Games - Youth
				\$59.99
10/03/2025	Expense	AMAZON PORTAL	1T9L-Q9QT-NHJQ	4514 Business Office - Supplies
				\$17.98
10/06/2025	Expense	AMAZON PORTAL	17J1-3Y9X-PLQ7	4716 Books - Youth
				\$61.13
10/06/2025	Expense	AMAZON PORTAL	1XY3-W1GK-1NXL	4512 Youth & Teen - Supplies
				\$46.18
10/06/2025	Expense	AMAZON PORTAL	1Y7H-J6Y9-FF4X	4515 Technical Services - Supplies
				\$90.64
10/10/2025	Expense	AMAZON PORTAL	1LKX-LPJH-MMR3	4516 Circulation - Supplies
				\$83.31
10/14/2025	Expense	AMAZON PORTAL	1XX1-TD46-TVGT Disinfecting wipes (12)	4541 Maintenance/Cleaning Supplies
				\$68.97
10/14/2025	Expense	AMAZON PORTAL	1XX1-TD46-TVGT Multifold Towels (1cs.)	4541 Maintenance/Cleaning Supplies
				\$35.27
10/14/2025	Expense	AMAZON PORTAL	1XX1-TD46-TVGT Toilet Paper 48 rolls	4541 Maintenance/Cleaning Supplies
				\$35.66
10/16/2025	Expense	AMAZON PORTAL	144T-WWWW9J-CDT1 Fab Lab	4904 Reimb. - Friends Book Sales
				\$298.59
10/24/2025	Expense	AMAZON PORTAL	13F3-YYRT-N4T1 Fab Lab	4904 Reimb. - Friends Book Sales
				\$16.45
10/24/2025	Expense	AMAZON PORTAL	1NNR-PTPL-NJVT PHWC-D. MENEOU	4906a Reimb. - Restricted Donations
				\$38.99
10/24/2025	Expense	AMAZON PORTAL	1NNR-PTPL-NJVT PHWC-SYPNIEWSKI	4906a Reimb. - Restricted Donations
				\$27.07
10/24/2025	Expense	AMAZON PORTAL	1NNR-PTPL-NJVT PHWC-BELEZAK	4906a Reimb. - Restricted Donations
				\$30.00
10/24/2025	Expense	AMAZON PORTAL	1NNR-PTPL-NJVT PHWC-J. MENEOU	4906a Reimb. - Restricted Donations
				\$23.25
10/24/2025	Expense	AMAZON PORTAL	1NNR-PTPL-NJVT PHWC-SCHMAEDEKE	4906a Reimb. - Restricted Donations
				\$16.15
10/24/2025	Expense	AMAZON PORTAL	1RCF-NJY3-1H44 Toilet paper	4541 Maintenance/Cleaning Supplies
				\$71.84
10/24/2025	Expense	AMAZON PORTAL	1QG3-3R1F-WNRG	4514 Business Office - Supplies
				\$17.40
10/27/2025	Expense	AMAZON PORTAL	1D4K-QKFJ-C1VR	4906a Reimb. - Restricted Donations
				\$17.60
10/27/2025	Expense	AMAZON PORTAL	1X1M-1Y6W-CHWJ Multifold towels (2)	4541 Maintenance/Cleaning Supplies
				\$78.83
10/27/2025	Expense	AMAZON PORTAL	17N9-9FGD-CHHT Toile Paper	4541 Maintenance/Cleaning Supplies
				<u>\$65.66</u>
Total for Amazon				\$1,200.96
Anderson Pest Solutions				
10/14/2025	Check	6213	Invoice 84270280	4431 Pest Control
				<u>\$68.79</u>
Total for Anderson Pest Solutions				\$68.79
Building Technology Consultants, Inc.				
10/08/2025	Check	6208	Invoice 14116 Design 100% complete	4631 Contingency / Special Reserves Replenishment
				\$1,350.00
10/08/2025	Check	6208	Invoice 14116 Bidding 20% complete	4631 Contingency / Special Reserves Replenishment
				<u>\$1,000.00</u>
Total for Building Technology Consultants, Inc.				\$2,350.00
CIT				
10/06/2025	Check	6205	Invoice 1369253 RE	4531 Copier
				<u>\$631.54</u>
Total for CIT				\$631.54
City Of Palos Heights				
10/16/2025	Check	6219	Elevator Reinspection	4362 Legal Fees
				<u>\$25.00</u>
Total for City Of Palos Heights				\$25.00
City Of Palos Heights IMRF				
10/31/2025	Journal Entry	114	VIMRF	4311 Salaried Employees
				\$2,160.60
10/31/2025	Journal Entry	115	4.5%	4311 Salaried Employees
				\$3,963.90
10/31/2025	Journal Entry	115	4.5%	4312 Hourly Employees
				\$369.35
10/31/2025	Check	23148	10 October Payment	4331 IMRF III. Muni. Ret. Fund
				<u>\$9,456.05</u>
Total for City Of Palos Heights IMRF				\$15,949.90
City of Palos Hts. - Water Bill				
10/16/2025	Check	6218	Monthly bill	4472 Water
				<u>\$466.55</u>
Total for City of Palos Hts. - Water Bill				\$466.55
ComEd				
10/14/2025	Check	6216	Billing through 10.5.25	4631 Contingency / Special Reserves Replenishment
				<u>\$6,747.65</u>
Total for ComEd				\$6,747.65
Cosmopolitan Building Services				
10/10/2025	Check	6211	10 Oct 25 Janitorial Services Invoice 6653	4416 Maintenance
				<u>\$2,722.50</u>
Total for Cosmopolitan Building Services				\$2,722.50
Demco				
10/10/2025	Check	6212	Invoice 7706823	4515 Technical Services - Supplies
				<u>\$309.07</u>
Total for Demco				\$309.07
Grasso Graphics				
10/03/2025	Check	6201	Sept/Oct Newsletters	4424 Newsletter Printing
				\$3,196.55
10/24/2025	Check	6224	Nov/Dec Newsletters	4424 Newsletter Printing
				<u>\$3,196.55</u>
Total for Grasso Graphics				\$6,393.10
GT Mechanical				
10/10/2025	Expense	ACH GT	23010306 Chiller Circut A low on charge	4434 Building Repairs
				<u>\$992.50</u>
Total for GT Mechanical				\$992.50
Independent Construction Services				
10/08/2025	Check	6209	Invoice 1647 Bid Ad Regional & Des Plaines Valley Newspapers	4631 Contingency / Special Reserves Replenishment
				<u>\$680.70</u>
Total for Independent Construction Services				\$680.70



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
Ingram				
	10/06/2025	Check 6202	09 Sept Invoices	4714 Large Print Books \$268.37
	10/06/2025	Check 6202	09 Sept Invoices	4715 Books - Adult \$1,727.24
	10/06/2025	Check 6202	09 Sept Invoices	4716 Books - Youth \$1,375.00
	10/06/2025	Check 6202	09 Sept Pre processing large print	4515 Technical Services - Supplies \$2.57
	10/06/2025	Check 6202	09 Sept Pre processing adult books	4515 Technical Services - Supplies \$83.16
	10/06/2025	Check 6202	09 Sept Pre processing youth books	4515 Technical Services - Supplies \$78.21
	10/06/2025	Check 6202	09 Sept Shipping	4714 Large Print Books \$1.98
	10/06/2025	Check 6202	09 Sept Shipping	4715 Books - Adult \$33.61
	10/06/2025	Check 6202	09 Sept Shipping	4716 Books - Youth \$29.82
Total for Ingram				\$3,599.96
JR Midwest Irrigation Co.				
	10/06/2025	Check 6206	Invoice 1901 Winterize System	4436 Lawn Maintenance \$120.00
Total for JR Midwest Irrigation Co.				\$120.00
Klein, Thorpe And Jenkins				
	10/06/2025	Check 6204	Services through 8.31.25	4362 Legal Fees \$49.00
Total for Klein, Thorpe And Jenkins				\$49.00
Layman, Jez				
	10/03/2025	Check 23142	10.09.25 Hand lettering	4452 Public Services Programming \$300.00
Total for Layman, Jez				\$300.00
LIMRiCC-Employees				
	10/07/2025	Expense ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements \$1,198.00
	10/07/2025	Journal Entry 113	Employee Paid Benefits	4311 Salaried Employees \$678.49
	10/07/2025	Expense ACH LIM	10 OCT 25	4333 Insurance \$13,227.20
Total for LIMRiCC-Employees				\$15,103.69
Mary Beth Sexton				
	10/14/2025	Check 6214	Card making class supplies	4452 Public Services Programming \$82.00
Total for Mary Beth Sexton				\$82.00
Mathisen, Martina				
	10/03/2025	Check 23143	10.16.25 LIFT	4452 Public Services Programming \$325.00
Total for Mathisen, Martina				\$325.00
Megan Wells				
	10/03/2025	Check 23144	10.28.25 Ghost Stories from Around the World	4452 Public Services Programming \$400.00
Total for Megan Wells				\$400.00
Midwest Tape - 19730				
	10/06/2025	Check 6203	09 Sept Invoices	4717 Videos - Adult \$166.44
	10/06/2025	Check 6203	09 Sept Invoices	4719 Audiobooks - Adult \$112.98
	10/06/2025	Check 6203	09 Sept pre processing 4717	4515 Technical Services - Supplies \$21.34
	10/06/2025	Check 6203	09 Sept pre processing 4719	4515 Technical Services - Supplies \$5.98
Total for Midwest Tape - 19730				\$306.74
Old National Bank - MasterCard				
	10/07/2025	Expense MasterCard	Disney Plus Monthly Fee	4451 Youth & Teen Programming \$10.99
	10/07/2025	Expense MasterCard	SIP, Google Fi	4474 Telephone/FAX \$116.59
	10/07/2025	Expense MasterCard	OCCL	4551 Postage & Handling \$26.92
	10/07/2025	Expense MasterCard	Duo	4721 Software \$120.00
	10/07/2025	Expense MasterCard	Bluehost	4721 Software \$21.19
	10/07/2025	Expense MasterCard	Spotify	4451 Youth & Teen Programming \$11.99
	10/07/2025	Expense MasterCard	Fan Con Pizza	4461 Public Relations \$119.10
	10/07/2025	Expense MasterCard	Slide Converter B&H Photo	4724 Gadgets & Gizmos \$79.99
	10/07/2025	Expense MasterCard	Facebook boost post booksale	4461 Public Relations \$4.94
Total for Old National Bank - MasterCard				\$511.71
Otis Elevator				
	10/15/2025	Expense OTIS PORTAL	Invoice 100402100992	4416 Maintenance \$193.82
Total for Otis Elevator				\$193.82
OverDrive, Inc.				
	10/06/2025	Check 6207	01658DA25231765	4726 E-Books - Youth \$50.00
	10/14/2025	Check 6215	01658CO25312515	4725A E-Books - Adult \$619.50
	10/14/2025	Check 6215	01658CO25312982	4725B E-Audiobooks - Adult \$303.49
Total for OverDrive, Inc.				\$972.99
Paylocity Payroll Billing				
	10/31/2025	Expense PAYLOCITY	Check date 10.17.25	4412 Payroll Services \$183.73
	10/31/2025	Expense PAYLOCITY	Check date 10.03.25	4412 Payroll Services \$80.10
Total for Paylocity Payroll Billing				\$263.83



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
<b>Paylocity Payroll Net</b>				
10/03/2025	Expense	PAYLOCITY	Check date 10.03.25	4311 Salaried Employees \$20,551.28
10/03/2025	Expense	PAYLOCITY	Check date 10.03.25	4312 Hourly Employees \$7,470.52
10/03/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement \$14.63
10/03/2025	Expense	PAYLOCITY	LR RAILS	4356 Mileage Reimbursement \$8.40
10/17/2025	Expense	PAYLOCITY	Check date 10.17.25	4311 Salaried Employees \$21,065.17
10/17/2025	Expense	PAYLOCITY	Check date 10.03.25	4312 Hourly Employees \$7,196.12
10/17/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement \$13.93
10/17/2025	Expense	PAYLOCITY	CD Spirit Committee	4454 General Programming \$78.98
10/31/2025	Expense	PAYLOCITY	Check date 10.31.25	4311 Salaried Employees \$21,065.17
10/31/2025	Expense	PAYLOCITY	Check date 10.31.25	4312 Hourly Employees \$7,380.41
10/31/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement \$14.42
10/31/2025	Expense	PAYLOCITY	ILA MM	4356 Mileage Reimbursement \$45.00
10/31/2025	Expense	PAYLOCITY	ILA CE	4356 Mileage Reimbursement \$103.60
10/31/2025	Expense	PAYLOCITY	ILA CD	4356 Mileage Reimbursement \$177.50
<b>Total for Paylocity Payroll Net</b>				<b>\$85,185.13</b>
<b>Paylocity Payroll Taxes</b>				
10/03/2025	Expense	PAYLOCITY	Check date 10.03.25	4311 Salaried Employees \$6,090.81
10/03/2025	Expense	PAYLOCITY	Check date 10.03.25	4332 FICA Social Security \$2,881.66
10/03/2025	Expense	PAYLOCITY	Check date 10.03.25	4312 Hourly Employees \$1,391.38
10/17/2025	Expense	PAYLOCITY	Check date 10.17.25	4311 Salaried Employees \$6,255.41
10/17/2025	Expense	PAYLOCITY	Check date 10.17.25	4332 FICA Social Security \$2,914.92
10/17/2025	Expense	PAYLOCITY	Check date 10.17.25	4312 Hourly Employees \$1,422.14
10/31/2025	Expense	PAYLOCITY	Check date 10.31.25	4311 Salaried Employees \$6,255.41
10/31/2025	Expense	PAYLOCITY	Check date 10.31.25	4332 FICA Social Security \$2,926.36
10/31/2025	Expense	PAYLOCITY	Check date 10.31.25	4312 Hourly Employees \$1,387.44
<b>Total for Paylocity Payroll Taxes</b>				<b>\$31,525.53</b>
<b>Peerless Network, Inc</b>				
10/15/2025	Check	6217	Invoice 84549	4474 Telephone/FAX \$78.03
<b>Total for Peerless Network, Inc</b>				<b>\$78.03</b>
<b>Randel N. Swanson</b>				
10/03/2025	Check	23145	10.23.25 Time Warp: The Game Show	4452 Public Services Programming \$300.00
<b>Total for Randel N. Swanson</b>				<b>\$300.00</b>
<b>Reliable Fire Equipment Co.</b>				
10/20/2025	Check	6223	Fire Extinguisher Inspection	4631 Contingency / Special Reserves Replenishment \$319.21
<b>Total for Reliable Fire Equipment Co.</b>				<b>\$319.21</b>
<b>Rivistas, LLC</b>				
10/10/2025	Check	6210	Invoice 21774 Youth Magazine Renewals	4711 Periodicals \$697.17
10/10/2025	Check	6210	Invoice 21775 PS Magazine Renewals	4711 Periodicals \$5,301.29
<b>Total for Rivistas, LLC</b>				<b>\$5,998.46</b>
<b>Roy Erikson Outdoor Maintenance</b>				
10/17/2025	Check	6220	Invoice 07-500042	4436 Lawn Maintenance \$956.63
<b>Total for Roy Erikson Outdoor Maintenance</b>				<b>\$956.63</b>
<b>SWAN</b>				
10/17/2025	Expense	ACH SWAN	Invoice 12204 Fees	4417 SWAN/OCLC \$7,009.75
<b>Total for SWAN</b>				<b>\$7,009.75</b>
<b>Truty, Marcin</b>				
10/03/2025	Expense	ACH MT	09 Sep IT Services 25-09	4418 Technology \$4,480.00
<b>Total for Truty, Marcin</b>				<b>\$4,480.00</b>
<b>U.S. Postal Service</b>				
10/24/2025	Check	23147	Permit Imprint Fee Annual	4553 Bulk Fees & Permits \$370.00
<b>Total for U.S. Postal Service</b>				<b>\$370.00</b>
<b>U.S. Post Office</b>				
10/24/2025	Check	23146	Newsletter postage	4553 Bulk Fees & Permits \$800.00
<b>Total for U.S. Post Office</b>				<b>\$800.00</b>
<b>Value Line</b>				
10/20/2025	Check	6222	Value Line Research Center	4710a Databases (Adult) \$6,175.00
<b>Total for Value Line</b>				<b>\$6,175.00</b>
<b>TOTAL CHECKS FOR BOARD APPROVAL</b>				<b>\$204,329.74</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES  
BY FINANCIAL INSTITUTION  
October 31, 2025**

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	\$73,722.79	\$337,741.10	\$1,164.78	\$200.00	\$572.09	\$2,600.70	\$416,001.46
WITHDRAWALS	(\$204,329.74)						(\$204,329.74)
TRANSFERS	\$40,000.00	(\$40,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$1,198.00						\$3,178.22
	\$303.75						
	\$262.55						
	\$218.90						
	\$125.00						
	\$358.80						
	\$711.22						
ADJUSTMENTS	(\$500.00)						
INTEREST EARNED	\$1.05	\$776.18	\$4.25	N/A	N/A	\$2.03	\$783.51
ENDING BALANCE	\$32,072.32	\$178,517.28	\$1,169.03	\$200.00	\$572.09	\$2,602.73	\$215,633.45
TOTALS	\$211,958.63 GENERAL FUND				\$3,174.82 SPECIAL RESERVES FUND		\$215,133.45 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.490%	4.246%	N/A	N/A	0.920%	

**TOTAL FUND BALANCE MONTH ENDING: OCTOBER 31, 2025  
\$215,133.45**

Adjustment: Check #23128 was omitted in the August report, Check cleared bank in October 2025