



**PALOS HEIGHTS
PUBLIC LIBRARY**

**BOARD MOTIONS APPROVED
01/15/2026**

NOVEMBER 2025			
		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	NOVEMBER	\$150,450.88	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:	11/30/2025	N/A	1
DECEMBER 2025			
		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	DECEMBER	\$149,210.05	6.1 TO 6.3
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:	 	 	
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	12/31/2025	N/A	1



	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$368.00		\$368.00
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$734.20		\$734.20
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$744.70		\$744.70
» Miscellaneous	\$251,198.00		\$251,198.00
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$183.30		\$183.30
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$540.50		\$540.50
GRANTS	\$0.00		\$0.00
INTEREST	\$438.88	\$1.97	\$440.85
TOTAL REVENUES	\$254,207.58	\$1.97	\$254,209.55
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$80,742.89		\$80,742.89
» Employee Benefits	\$25,318.48		\$25,318.48
» Staff & Board Development	\$268.70		\$268.70
CONTRACTUAL SERVICES	\$11,487.12		\$11,487.12
BUILDING MAINTENANCE	\$4,427.56		\$4,427.56
INSURANCE	\$0.00		\$0.00
UTILITIES	\$761.16		\$761.16
SUPPLIES	\$1,939.73		\$1,939.73
CAPITAL EXPENSES	\$10,659.45		\$10,659.45
MEDIA	\$13,647.79		\$13,647.79
REIMBURSEMENTS	\$1,198.00		\$1,198.00
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$150,450.88	\$0.00	\$150,450.88
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	\$103,756.70	\$1.97	\$103,758.67
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
Check #23128 error in QB's cleared in October 2025			
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	\$103,756.70	\$1.97	\$103,758.67
FUND BALANCES, BEGINNING OF MONTH	\$211,958.63	\$3,174.82	\$215,133.45
END OF MONTH	\$315,715.33	\$3,176.79	\$318,892.12



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
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%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$2,899.73	-\$399.73	115.99%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$1,034.27	\$765.73	57.46%
Miscellaneous	\$3,500.00	\$3,500.00	\$4,002.08	-\$502.08	114.35%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$14,096.55	-\$3,096.55	128.15%
Miscellaneous	\$12,784.00	\$12,784.00	\$263,861.55	-\$251,077.55	2064.00%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$1,350.00	-\$350.00	135.00%
Unrestricted	\$15,000.00	\$15,000.00	\$1,503.28	\$13,496.72	10.02%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$7,354.05	-\$3,354.05	183.85%
GRANTS	\$17,800.30	\$17,800.30	\$17,800.30	\$0.00	100.00%
INTEREST	\$30,075.00	\$30,075.00	\$23,381.75	\$6,693.25	77.74%
TOTAL REVENUES	\$2,123,870.08	\$2,123,870.08	\$1,378,924.84	\$744,945.24	64.93%
PERSONNEL SERVICES					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$915,231.54	-\$93,711.88	-9.29%
Employee Benefits	\$319,423.19	\$319,423.19	\$286,751.96	-\$32,671.23	-10.23%
Staff & Board Development	\$11,800.00	\$11,800.00	\$11,173.84	-\$626.16	-5.31%
CONTRACTUAL SERVICES	\$192,077.83	\$192,077.83	\$166,450.40	-\$25,627.43	-13.34%
BUILDING MAINTENANCE	\$51,121.59	\$51,121.59	\$48,581.80	-\$2,539.79	-4.97%
INSURANCE	\$25,279.51	\$25,279.51	\$25,572.11	\$292.60	1.16%
UTILITIES	\$12,890.20	\$12,890.20	\$10,533.13	-\$2,357.07	-18.29%
SUPPLIES	\$28,620.00	\$28,620.00	\$23,771.46	-\$4,848.54	-16.94%
CAPITAL EXPENSES	\$195,523.97	\$195,523.97	\$106,416.93	-\$89,107.04	-45.57%
MEDIA	\$170,585.00	\$170,585.00	\$138,868.35	-\$31,716.65	-18.59%
REIMBURSEMENTS	\$48,894.37	\$48,894.37	\$46,626.90	-\$2,267.47	-4.64%
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	\$1,841,812.75	-\$282,057.33	-13.28%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	-\$462,887.91	\$462,887.91	
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			-\$462,887.91		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$140,481.20		
			-\$734,050.69		



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$774,582.04	\$58,724.16	\$698,328.48	\$76,253.56	9.84%
4312 HOURLY EMPLOYEES	\$229,111.38	\$17,593.73	\$211,803.06	\$17,308.32	7.55%
4313 ADDITIONAL COMPENSATION	\$5,250.00	\$4,425.00	\$5,100.00	\$150.00	2.86%
TOTAL OPERATIONAL SALARIES	\$1,008,943.42	\$80,742.89	\$915,231.54	\$93,711.88	9.29%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$6,304.87	\$74,168.95	\$9,913.68	11.79%
4332 SOCIAL SECURITY - FICA	\$76,778.12	\$5,786.41	\$69,063.37	\$7,714.75	10.05%
4333 INSURANCE	\$157,362.44	\$13,227.20	\$143,137.64	\$14,224.80	9.04%
4334 CLOTHING	\$1,200.00	\$0.00	\$382.00	\$818.00	68.17%
TOTAL EMPLOYEE BENEFITS	\$319,423.19	\$25,318.48	\$286,751.96	\$32,671.23	10.23%
STAFF & BOARD DEVELOPMENT					
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	\$240.00	\$5,097.05	\$902.95	15.05%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$1,250.00	-\$250.00	-25.00%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$28.70	\$1,157.80	-\$57.80	-5.25%
TOTAL STAFF & BOARD DEVELOPMENT	\$11,800.00	\$268.70	\$11,173.84	\$626.16	5.31%
GROUP TOTAL PERSONNEL SERVICES	\$1,340,166.61	\$106,330.07	\$1,213,157.34	\$127,009.27	9.48%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,450.00	\$0.00	\$7,450.00	\$0.00	0.00%
4362 LEGAL FEES	\$2,000.00	\$1,414.50	\$2,321.50	-\$321.50	-16.08%
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	\$4,155.00	\$795.00	16.06%
TOTAL PROFESSIONAL SERVICES	\$15,550.00	\$1,779.50	\$14,020.89	\$1,529.11	9.83%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$5,040.00	\$262.26	\$3,203.39	\$1,836.61	36.44%
4414 ALARM	\$3,600.00	\$0.00	\$3,244.00	\$356.00	9.89%
4416 MAINTENANCE	\$40,500.00	\$2,916.32	\$34,080.60	\$6,419.40	15.85%
4417 SWAN	\$30,000.00	\$0.00	\$27,681.00	\$2,319.00	7.73%
4418 TECHNOLOGY	\$40,000.00	\$4,560.00	\$37,430.05	\$2,569.95	6.42%
TOTAL OUTSIDE SERVICES	\$119,140.00	\$7,738.58	\$105,639.04	\$13,500.96	11.33%
PRINTING					
4424 NEWSLETTER PRINTING	\$19,387.83	\$0.00	\$15,982.75	\$3,405.08	17.56%
TOTAL PRINTING	\$19,387.83	\$0.00	\$15,982.75	\$3,405.08	17.56%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$656.07	\$10,649.07	\$350.93	3.19%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$1,281.99	\$13,502.85	\$497.15	3.55%
4454 GENERAL PROGRAMMING	\$10,000.00	\$30.98	\$5,067.94	\$4,932.06	49.32%
TOTAL PROGRAMMING	\$35,000.00	\$1,969.04	\$29,219.86	\$5,780.14	16.51%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$0.00	\$1,587.86	\$1,412.14	47.07%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$0.00	\$1,587.86	\$1,412.14	47.07%
GROUP TOTAL CONTRACTUAL SERVICES	\$192,077.83	\$11,487.12	\$166,450.40	\$25,627.43	13.34%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$71.79	\$751.91	\$104.77	12.23%
4432 HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$13,000.00	\$0.00	0.00%
4434 BUILDING REPAIRS	\$12,000.00	\$382.64	\$12,000.00	\$0.00	0.00%
4436 LAWN MAINTENANCE	\$10,053.30	\$956.63	\$8,553.99	\$1,499.31	14.91%
4437 SNOW REMOVAL	\$6,751.61	\$2,290.50	\$5,917.50	\$834.11	12.35%
TOTAL REPAIRS & MAINTENANCE	\$42,661.59	\$3,701.56	\$40,223.40	\$2,438.19	5.72%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$8,220.00	\$726.00	\$8,152.15	\$67.85	0.83%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$206.25	\$33.75	14.06%
TOTAL EQUIPMENT MAINTENANCE	\$8,460.00	\$726.00	\$8,358.40	\$101.60	1.20%
GROUP TOTAL BUILDING MAINTENANCE	\$51,121.59	\$4,427.56	\$48,581.80	\$2,539.79	4.97%
INSURANCE					
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%
GROUP TOTAL INSURANCE	\$25,279.51	\$0.00	\$25,572.11	-\$292.60	-1.16%
UTILITIES					
4472 WATER	\$3,000.00	\$197.81	\$3,078.32	-\$78.32	-2.61%
4473 GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474 TELEPHONE/FAX	\$2,369.60	\$165.98	\$1,934.21	\$435.39	18.37%
4475 INTERNET/LOCAL AREA NET	\$5,520.60	\$397.37	\$5,520.60	\$0.00	0.00%
GROUP TOTAL UTILITIES	\$12,890.20	\$761.16	\$10,533.13	\$2,357.07	18.29%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$135.07	\$1,056.20	-\$56.20	-5.62%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$1,963.36	\$36.64	1.83%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$146.60	\$2,632.30	\$567.70	17.74%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$498.76	\$5,354.84	\$645.16	10.75%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$726.18	\$1,911.64	\$1,138.36	37.32%
4518 LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$108.51	\$668.50	\$531.50	44.29%
TOTAL OFFICE SUPPLIES	\$16,950.00	\$1,615.12	\$13,586.84	\$3,363.16	19.84%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$306.19	\$5,302.37	\$47.63	0.89%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$5,350.00	\$306.19	\$5,302.37	\$47.63	0.89%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$650.00	\$18.42	\$433.63	\$216.37	33.29%
4553 BULK FEES & PERMITS	\$5,670.00	\$0.00	\$4,448.62	\$1,221.38	21.54%
TOTAL OFFICE EXPENSE	\$6,320.00	\$18.42	\$4,882.25	\$1,437.75	22.75%
GROUP TOTAL SUPPLIES	\$28,620.00	\$1,939.73	\$23,771.46	\$4,848.54	16.94%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$10,659.45	\$106,416.93	\$89,107.04	45.57%
GROUP TOTAL CAPITAL EXPENSES	\$195,523.97	\$10,659.45	\$106,416.93	\$89,107.04	45.57%



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING	
Page 4						
MEDIA - LIBRARY SUPPLIES						
4710A	DATABASES - Adult	\$25,000.00	\$0.00	\$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	\$146.22	\$8,480.43	\$3,519.57	29.33%
4714	LARGE PRINT	\$5,250.00	\$370.13	\$3,333.20	\$1,916.80	36.51%
4715	BOOKS - Adult	\$32,900.00	\$3,085.16	\$23,541.25	\$9,358.75	28.45%
4716	BOOKS - Youth	\$33,000.00	\$5,662.27	\$29,846.10	\$3,153.90	9.56%
4717	VIDEOS - Adult	\$4,000.00	\$523.80	\$3,140.25	\$859.75	21.49%
4718	VIDEOS - Youth	\$800.00	\$15.74	\$521.03	\$278.97	34.87%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$226.95	\$1,475.68	\$524.32	26.22%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$59.99	\$3,745.66	\$4.34	0.12%
4721	SOFTWARE	\$10,188.15	\$837.40	\$8,480.48	\$1,707.67	16.76%
4722	REALIA	\$1,000.00	\$0.00	\$306.02	\$693.98	69.40%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$1,281.13	\$18.87	1.45%
4724	GADGETS & GIZMOS	\$1,000.00	\$43.91	\$596.05	\$403.95	40.40%
4725A	E-BOOKS - Adult	\$12,000.00	\$1,098.93	\$12,000.00	\$0.00	0.00%
4725B	E-AUDIOBOOKS - ADULT	\$14,000.00	\$1,577.29	\$13,848.21	\$151.79	1.08%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$3,419.80	\$80.20	2.29%
4727	PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
GROUP TOTAL MEDIA		\$170,585.00	\$13,647.79	\$138,868.35	\$31,716.65	18.59%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$19,094.07	\$1,198.00	\$13,593.79	\$5,500.28	28.81%
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	\$13,842.93	-\$2,842.93	-25.84%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$1,389.88	-\$389.88	-38.99%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$48,894.37	\$1,198.00	\$46,626.90	\$2,267.47	4.64%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$58,711.00	\$0.00	\$61,834.33	-\$3,123.33	-5.32%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$58,711.00	\$0.00	\$61,834.33	-\$3,123.33	-5.32%
TOTAL EXPENDITURES		\$2,123,870.08	\$150,450.88	\$1,841,812.75	\$282,057.33	13.28%



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
A Cozy Fireplace				
11/12/2025	Check	6241	Invoice 3646 Fireplace Inspection / Cleaning	4631 Contingency / Special Reserves Replenishment 130.48
11/12/2025	Check	6241	Invoice 3646 Fireplace Inspection / Cleaning	4434 Building Repairs 119.52
Total for A Cozy Fireplace				\$250.00
Adducci Vega Financial Group, LLC				
11/11/2025	Check	6240	10 October Reconciliation Invoice 202065601	4365 Accountant 365.00
Total for Adducci Vega Financial Group, LLC				\$365.00
Amazon				
11/04/2025	Expense	AMAZON PORTAL	1VMY-QRRR-RC6J (2) Safeguard soap gal.	4541 Maintenance/Cleaning Supplies 47.63
11/04/2025	Expense	AMAZON PORTAL	1P1N-K6RV-TV7G Thermal Labels	4515 Technical Services - Supplies 47.99
11/04/2025	Expense	AMAZON PORTAL	1W4H-KNTP-KTWY XMAS DECORATIONS	4516 Circulation - Supplies 34.06
11/04/2025	Expense	AMAZON PORTAL	1VD1-1Y4N-99HG Carrying case	4724 Gadgets & Gizmos 25.49
11/04/2025	Expense	AMAZON PORTAL	1YC4-T91R-3V3W Carrying case	4724 Gadgets & Gizmos 18.42
11/05/2025	Expense	AMAZON PORTAL	1CW6-FM4G-6Y1V Basswood	4511 Public Services - Supplies 33.05
11/05/2025	Expense	AMAZON PORTAL	1CW6-FM4G-6V1Y Royal icing mix piping bag etc.	4511 Public Services - Supplies 57.39
11/07/2025	Expense	AMAZON PORTAL	1JKD-DVXY-GY1C	4511 Public Services - Supplies 44.63
11/07/2025	Expense	AMAZON PORTAL	1KWP-VXK1-CV7Q Raffle Baby	4715 Books - Adult 15.99
11/07/2025	Expense	AMAZON PORTAL	1WYK-PJWV-FRKT Baby liners	4541 Maintenance/Cleaning Supplies 50.84
11/07/2025	Expense	AMAZON PORTAL	1W13-4C19-DNVL Winter Programming	4451 Youth & Teen Programming 360.85
11/07/2025	Expense	AMAZON PORTAL	1HCT-KXV9-LR3J	4715 Books - Adult 11.16
11/07/2025	Expense	AMAZON PORTAL	1HCT-KXV9-LR3J	4715 Books - Adult 22.30
11/12/2025	Expense	AMAZON PORTAL	1DHN-R3KN-TFFG	4717 Videos - Adult 19.99
11/12/2025	Expense	AMAZON PORTAL	1LWJ-4HQW-TY3NN Nature to go Winter	4451 Youth & Teen Programming 90.64
11/21/2025	Expense	AMAZON PORTAL	1VNI-C79F-DPLN Toilet paper	4541 Maintenance/Cleaning Supplies 66.18
11/21/2025	Expense	AMAZON PORTAL	1VNI-C79F-DPLN Toilet paper	4514 Business Office - Supplies 81.06
11/24/2025	Expense	AMAZON PORTAL	1WTR-QJ7K-WP3J	4514 Business Office - Supplies 65.54
11/25/2025	Expense	AMAZON PORTAL	1LCF-QZX3N-P6CL Coffee/creamers	4519 Hospitality - Supplies 108.51
Total for Amazon				\$1,201.72
Anderson Pest Solutions				
11/07/2025	Check	6230	Invoice 85661682	4431 Pest Control 68.79
11/07/2025	Check	6230	Environmental & Safety Surcharge	4431 Pest Control 3.00
Total for Anderson Pest Solutions				\$71.79
At&T - Fiber Line				
11/04/2025	Check	6225	8960598016	4475 Internet 397.37
11/04/2025	Check	6225	8960598016	4631 Contingency / Special Reserves Replenishment 408.21
Total for At&T - Fiber Line				\$805.58
Building Technology Consultants, Inc.				
11/04/2025	Check	6229	Invoice 14163 Building Assistance 75% complete	4631 Contingency / Special Reserves Replenishment 2,000.00
11/04/2025	Check	6229	Invoice 14116 Building Assistance Reimb Mileage	4631 Contingency / Special Reserves Replenishment 200.70
Total for Building Technology Consultants, Inc.				\$2,200.70
Cheryl Brown				
11/03/2025	Check	23152	11.18.25 Fisher Price Toys Remembered	4452 Public Services Programming 350.00
Total for Cheryl Brown				\$350.00
Children's Plus Inc.				
11/07/2025	Check	6231	Invoice 267950	4716 Books - Youth 2,779.95
Total for Children's Plus Inc.				\$2,779.95
City Of Palos Heights				
11/25/2025	Check	23154	Business License	4362 Legal Fees 150.00
Total for City Of Palos Heights				\$150.00
City Of Palos Heights IMRF				
11/30/2025	Check	23158	11 November Payment	4331 IMRF Ill. Muni. Ret. Fund 6,304.87
11/30/2025	Journal Entry	117	4.5%	4311 Salaried Employees 2,642.60
11/30/2025	Journal Entry	117	4.5%	4312 Hourly Employees 246.61
11/30/2025	Journal Entry	118	VIMRF	4311 Salaried Employees 1,440.40
Total for City Of Palos Heights IMRF				\$10,634.48
City of Palos Hts. - Water Bill				
11/19/2025	Check	6248	Monthly bill	4472 Water 197.81
Total for City of Palos Hts. - Water Bill				\$197.81
C.L.A.S.S.				
11/19/2025	Check	6249	2025-2026 CLASS Dues	4354 Professional Staff 100.00
Total for C.L.A.S.S.				\$100.00
Cnythia Clampitt				
11/03/2025	Check	23151	11.13.25 How corn changed itself	4452 Public Services Programming 225.00
Total for Cnythia Clampitt				\$225.00



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
ComEd				
	11/12/2025	Check 6243	Billing through 11.3.25	4631 Contingency / Special Reserves Replenishment 2,672.81
Total for ComEd				\$2,672.81
Cosmopolitan Building Services				
	11/07/2025	Check 6232	11 Nov 25 Janitorial Services Invoice 6654	4416 Maintenance 2,722.50
Total for Cosmopolitan Building Services				\$2,722.50
Dana Kraszczyński				
	11/03/2025	Check 23153	11.20.25 Sound Bath Meditation	4452 Public Services Programming 350.00
Total for Dana Kraszczyński				\$350.00
Demco				
	11/07/2025	Check 6233	Invoice 7718501	4515 Technical Services - Supplies 148.47
Total for Demco				\$148.47
Dennis R. Doyle				
	11/03/2025	Check 23150	11.11.25 Chicago during World War II	4452 Public Services Programming 200.00
Total for Dennis R. Doyle				\$200.00
Employee Benefits Corporation				
	11/18/2025	Check 6245	BESTflex Premium Only renewal	4631 Contingency / Special Reserves Replenishment 275.00
Total for Employee Benefits Corporation				\$275.00
Everest Snow Management, Inc.				
	11/04/2025	Check 6226	Seasonal Snow removal payment 2 of 4.	4437 Snow Removal 1,860.00
	11/18/2025	Check 6247	Early lake effect snow	4437 Snow Removal 430.50
Total for Everest Snow Management, Inc.				\$2,290.50
GT Mechanical				
	11/21/2025	Expense ACH GT	23010770 Bi-Annual Maint Agreement 1 or 2	4631 Contingency / Special Reserves Replenishment 2,400.00
	11/25/2025	Expense ACH GT	23010793 Boiler #2 Pump 5 leak	4631 Contingency / Special Reserves Replenishment 475.00
Total for GT Mechanical				\$2,875.00
Independent Construction Services				
	11/26/2025	Check 6255	Invoice 1661 Pre bid meetings	4631 Contingency / Special Reserves Replenishment 290.00
Total for Independent Construction Services				\$290.00
Ingram				
	11/07/2025	Check 6234	10 Oct Invoices	4714 Large Print Books 365.11
	11/07/2025	Check 6234	10 Oct Invoices	4715 Books - Adult 2,301.98
	11/07/2025	Check 6234	10 Oct Invoices	4716 Books - Youth 2,854.94
	11/07/2025	Check 6234	10 Oct Pre processing large print	4515 Technical Services - Supplies 3.96
	11/07/2025	Check 6234	10 Oct Pre processing adult books	4515 Technical Services - Supplies 98.01
	11/07/2025	Check 6234	10 Oct Pre processing youth books	4515 Technical Services - Supplies 136.62
	11/07/2025	Check 6234	10 Oct Shipping	4714 Large Print Books 5.02
	11/07/2025	Check 6234	10 Oct Shipping	4715 Books - Adult 30.32
	11/07/2025	Check 6234	10 Oct Shipping	4716 Books - Youth 39.66
	11/07/2025	Check 6234	10 Oct Invoices CM 90945643	4715 Books - Adult -17.94
	11/07/2025	Check 6234	CM90945644	4716 Books - Youth -12.28
Total for Ingram				\$5,805.40
Klein, Thorpe And Jenkins				
	11/04/2025	Check 6227	Services through 9.30.25 Bid review Window Repair	4362 Legal Fees 1,093.00
	11/04/2025	Check 6227	Services through 9.30.25 Bid review Window Repair	4631 Contingency / Special Reserves Replenishment 666.00
	11/25/2025	Check 6253	Services through 10.31.25 Program service agreement	4362 Legal Fees 171.50
Total for Klein, Thorpe And Jenkins				\$1,930.50
LEAF (Copier Lease)				
	11/04/2025	Expense LEAF PORTAL	Copier Lease payment 1	4531 Copier 726.00
	11/04/2025	Expense LEAF PORTAL	Interim Rent	4631 Contingency / Special Reserves Replenishment 484.00
	11/04/2025	Expense LEAF PORTAL	Documentation Fee	4631 Contingency / Special Reserves Replenishment 150.00
Total for LEAF (Copier Lease)				\$1,360.00
LIMRiCC-Employees				
	11/07/2025	Expense ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements 1,198.00
	11/07/2025	Journal Entry 116	Employee Paid Benefits	4311 Salaried Employees 678.49
	11/07/2025	Expense ACH LIM	11 NOV 25	4333 Insurance 13,227.20
Total for LIMRiCC-Employees				\$15,103.69
Lucas Color Card				
	11/07/2025	Check 6235	CPO1602 Color Library Cards 2,091	4516 Circulation - Supplies 669.12
	11/07/2025	Check 6235	Shipping Library Cards	4516 Circulation - Supplies 23.00
Total for Lucas Color Card				\$692.12
M. DiFoggio Plumbing Co. Inc.				
	11/12/2025	Check 6242	Invoice 3901 2nd fl YTS toilet battery replacement	4434 Building Repairs 250.00
Total for M. DiFoggio Plumbing Co. Inc.				\$250.00



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
Midwest Tape - 19730				
11/07/2025	Check	6237	10 Oct Invoices	4717 Videos - Adult 503.81
11/07/2025	Check	6237	10 Oct Invoices	4719 Audiobooks - Adult 226.95
11/07/2025	Check	6237	10 Oct pre processing 4717	4515 Technical Services - Supplies 46.42
11/07/2025	Check	6237	10 Oct pre processing 4719	4515 Technical Services - Supplies 14.95
Total for Midwest Tape - 19730				\$792.13
Midwest Tape - 19996				
11/07/2025	Check	6236	10 Oct Invoices	4718 Videos - Youth 15.74
11/07/2025	Check	6236	10 Oct pre processing	4515 Technical Services - Supplies 2.34
Total for Midwest Tape - 19996				\$18.08
Old National Bank - MasterCard				
11/04/2025	Expense	MasterCard	Disney Plus Monthly Fee	4451 Youth & Teen Programming 10.99
11/04/2025	Expense	MasterCard	SIP, Google Fi	4474 Telephone/FAX 87.81
11/04/2025	Expense	MasterCard	OCLC	4551 Postage & Handling 18.42
11/04/2025	Expense	MasterCard	Duo	4721 Software 120.00
11/04/2025	Expense	MasterCard	Bluehost	4721 Software 30.00
11/04/2025	Expense	MasterCard	Spotify	4451 Youth & Teen Programming 11.99
11/04/2025	Expense	MasterCard	TF HR Source Dept of One	4354 Professional Staff 140.00
11/04/2025	Expense	MasterCard	Menards Gang Cover	4434 Building Repairs 13.12
11/04/2025	Expense	MasterCard	Chicago Tribune 26 weeks	4711 Periodicals 103.74
Total for Old National Bank - MasterCard				\$536.07
Otis Elevator				
11/18/2025	Expense	OTIS PORTAL	Invoice 2594794	4416 Maintenance 193.82
Total for Otis Elevator				\$193.82
OverDrive, Inc.				
11/11/2025	Check	6239	01658CO25351243	4725A E-Books - Adult 1,098.93
11/11/2025	Check	6239	01658CO25351243	4725B E-Audiobooks - Adult 377.39
11/11/2025	Check	6239	01658CO25349358	4725B E-Audiobooks - Adult 1,259.90
11/11/2025	Check	6239		4725B E-Audiobooks - Adult -60.00
Total for OverDrive, Inc.				\$2,676.22
Paylocity Payroll Billing				
11/27/2025	Expense	PAYLOCITY	Check date 10.27.25	4412 Payroll Services 80.10
11/27/2025	Expense	PAYLOCITY	Check date 11.11.25	4412 Payroll Services 182.16
Total for Paylocity Payroll Billing				\$262.26
Paylocity Payroll Net				
11/14/2025	Expense	PAYLOCITY	Check date 11.14.25	4311 Salaried Employees 20,551.20
11/14/2025	Expense	PAYLOCITY	Check date 11.14.25	4312 Hourly Employees 7,403.57
11/14/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement 15.75
11/14/2025	Expense	PAYLOCITY	CD Halloween Candy	4454 General Programming 30.98
11/28/2025	Expense	PAYLOCITY	Check date 11.28.25	4311 Salaried Employees 20,932.92
11/28/2025	Expense	PAYLOCITY	Check date 11.28.25	4312 Hourly Employees 7,218.18
11/28/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement 12.95
11/28/2025	Expense	PAYLOCITY	MM @ the cinema popcorn	4452 Public Services Programming 6.99
11/28/2025	Expense	PAYLOCITY	TF Gingerbread Houses - Walmart	4451 Youth & Teen Programming 181.60
Total for Paylocity Payroll Net				\$56,354.14
Paylocity Payroll Taxes				
11/14/2025	Expense	PAYLOCITY	Check date 11.14.25	4311 Salaried Employees 6,090.89
11/14/2025	Expense	PAYLOCITY	Check date 11.14.25	4332 FICA Social Security 2,876.97
11/14/2025	Expense	PAYLOCITY	Check date 11.14.25	4312 Hourly Employees 1,397.18
11/28/2025	Expense	PAYLOCITY	Check date 11.28.25	4311 Salaried Employees 6,387.66
11/28/2025	Expense	PAYLOCITY	Check date 11.28.25	4332 FICA Social Security 2,909.44
11/28/2025	Expense	PAYLOCITY	Check date 11.28.25	4312 Hourly Employees 1,328.19
Total for Paylocity Payroll Taxes				\$20,990.33
Pay Pal				
11/19/2025	Expense	Pay Pal	Constant Contact Renewal	4721 Software 687.40
Total for Pay Pal				\$687.40
Peerless Network, Inc				
11/18/2025	Check	6246	Invoice 86271	4474 Telephone/FAX 78.17
Total for Peerless Network, Inc				\$78.17
Petty Cash				
11/30/2025	Check	23159	Staff Appreciation Award	4313 Additional Compensation 4,425.00
Total for Petty Cash				\$4,425.00



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount	
Playaway Products					
	11/19/2025	Check 6250	Invoice 516585	4720 Audiobooks/Playaways - Youth	59.99
Total for Playaway Products				\$59.99	
Prime Time Window Cleaning					
	11/18/2025	Check 6244	Gutter Cleaning	4631 Contingency / Special Reserves Replenishment	500.00
	11/18/2025	Check 6244	Equipment and safety fee	4631 Contingency / Special Reserves Replenishment	7.25
Total for Prime Time Window Cleaning				\$507.25	
Pub Trivia					
	11/03/2025	Check 23149	11.10.25 Trivia	4452 Public Services Programming	150.00
Total for Pub Trivia				\$150.00	
Roy Erikson Outdoor Maintenance					
	11/11/2025	Check 6238	Invoice 07-50278	4436 Lawn Maintenance	956.63
Total for Roy Erikson Outdoor Maintenance				\$956.63	
Sawa Books					
	11/19/2025	Check 6251	IN001876 Arabic books	4715 Books - Adult	721.35
Total for Sawa Books				\$721.35	
Taste of Home Books					
	11/24/2025	Check 6252	Taste of Home Annual	4711 Periodicals	42.48
Total for Taste of Home Books				\$42.48	
Truty, Marcin					
	11/04/2025	Expense ACH MT	10 Oct IT Services 25-10	4418 Technology	4,560.00
Total for Truty, Marcin				\$4,560.00	
Warehouse Direct					
	11/04/2025	Check 6228	{3} Large Liner	4541 Maintenance/Cleaning Supplies	141.54
Total for Warehouse Direct				\$141.54	
TOTAL CHECKS FOR BOARD APPROVAL				\$150,450.88	



**PALOS HEIGHTS
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
November 30, 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	\$32,072.32	\$178,517.28	\$1,169.03	\$200.00	\$572.09	\$2,602.73	\$215,133.45
WITHDRAWALS	(\$150,450.88)						(\$150,450.88)
TRANSFERS	\$50,000.00	(\$50,000.00)					\$0.00
	\$70,000.00	(\$70,000.00)					
	(\$250,000.00)	\$250,000.00					
DEPOSITS	\$1,198.00						\$253,768.70
	\$377.30						
	\$510.73						
	\$378.95						
	\$100.00						
	\$1,203.72						
	\$250,000.00						
ADJUSTMENTS							
INTEREST EARNED	\$0.84	\$434.12	\$3.92	N/A	N/A	\$1.97	\$440.85
ENDING BALANCE	\$5,390.98	\$308,951.40	\$1,172.95	\$200.00	\$572.09	\$2,604.70	\$318,892.12
TOTALS	\$315,715.33 GENERAL FUND				\$3,176.79 SPECIAL RESERVES FUND		\$318,892.12 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.300%	4.098%	N/A	N/A	0.920%	

**TOTAL FUND BALANCE MONTH ENDING: NOVEMBER 30, 2025
\$318,892.12**



	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$337.99		\$337.99
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$462.80		\$462.80
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$961.95		\$961.95
» Miscellaneous	\$1,750.70		\$1,750.70
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$657.06		\$657.06
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$647.10		\$647.10
GRANTS	\$0.00		\$0.00
INTEREST	\$540.25	\$2.04	\$542.29
TOTAL REVENUES	\$5,357.85	\$2.04	\$5,359.89
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$75,759.72		\$75,759.72
» Employee Benefits	\$25,274.90		\$25,274.90
» Staff & Board Development	\$22.82		\$22.82
CONTRACTUAL SERVICES	\$9,089.89		\$9,089.89
BUILDING MAINTENANCE	\$4,157.10		\$4,157.10
INSURANCE	\$0.00		\$0.00
UTILITIES	\$2,153.07		\$2,153.07
SUPPLIES	\$3,025.66		\$3,025.66
CAPITAL EXPENSES	\$14,521.50		\$14,521.50
MEDIA	\$11,975.86		\$11,975.86
REIMBURSEMENTS	\$3,229.53		\$3,229.53
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$149,210.05	\$0.00	\$149,210.05
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$143,852.20	\$2.04	-\$143,850.16
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00	\$0.00	\$0.00
Check #23128 error in QB's cleared in October 2025			
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	-\$143,852.20	\$2.04	-\$143,850.16
FUND BALANCES, BEGINNING OF MONTH	\$315,715.33	\$3,176.79	\$318,892.12
END OF MONTH	\$171,863.13	\$3,178.83	\$175,041.96



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
MONTH ENDING: DECEMBER 2025

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
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%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$3,237.72	-\$737.72	129.51%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$1,034.27	\$765.73	57.46%
Miscellaneous	\$3,500.00	\$3,500.00	\$4,464.88	-\$964.88	127.57%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$15,058.50	-\$4,058.50	136.90%
Miscellaneous	\$12,784.00	\$12,784.00	\$265,612.25	-\$252,828.25	2077.69%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$1,350.00	-\$350.00	135.00%
Unrestricted	\$15,000.00	\$15,000.00	\$2,160.34	\$12,839.66	14.40%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$8,001.15	-\$4,001.15	200.03%
GRANTS	\$17,800.30	\$17,800.30	\$17,800.30	\$0.00	100.00%
INTEREST	\$30,075.00	\$30,075.00	\$23,922.00	\$6,153.00	79.54%
TOTAL REVENUES	\$2,123,870.08	\$2,123,870.08	\$1,384,282.69	\$739,587.39	65.18%
PERSONNEL SERVICES					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$990,991.26	-\$17,952.16	-1.78%
Employee Benefits	\$319,423.19	\$319,423.19	\$312,026.86	-\$7,396.33	-2.32%
Staff & Board Development	\$11,800.00	\$11,800.00	\$11,196.66	-\$603.34	-5.11%
CONTRACTUAL SERVICES	\$192,077.83	\$192,077.83	\$175,540.29	-\$16,537.54	-8.61%
BUILDING MAINTENANCE	\$51,121.59	\$51,121.59	\$52,738.90	\$1,617.31	3.16%
INSURANCE	\$25,279.51	\$25,279.51	\$25,572.11	\$292.60	1.16%
UTILITIES	\$12,890.20	\$12,890.20	\$12,686.20	-\$204.00	-1.58%
SUPPLIES	\$28,620.00	\$28,620.00	\$26,797.12	-\$1,822.88	-6.37%
CAPITAL EXPENSES	\$195,523.97	\$195,523.97	\$120,938.43	-\$74,585.54	-38.15%
MEDIA	\$170,585.00	\$170,585.00	\$150,844.21	-\$19,740.79	-11.57%
REIMBURSEMENTS	\$48,894.37	\$48,894.37	\$49,856.43	\$962.06	1.97%
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	\$1,991,022.80	-\$132,847.28	-6.25%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	-\$606,740.11	\$606,740.11	
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			-\$606,740.11		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			-\$3,371.00		
			-\$734,050.69		



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$774,582.04	\$58,724.16	\$757,052.64	\$17,529.40	2.26%
4312 HOURLY EMPLOYEES	\$229,111.38	\$17,035.56	\$228,838.62	\$272.76	0.12%
4313 ADDITIONAL COMPENSATION	\$5,250.00	\$0.00	\$5,100.00	\$150.00	2.86%
TOTAL OPERATIONAL SALARIES	\$1,008,943.42	\$75,759.72	\$990,991.26	\$17,952.16	1.78%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$6,303.98	\$80,472.93	\$3,609.70	4.29%
4332 SOCIAL SECURITY - FICA	\$76,778.12	\$5,743.72	\$74,807.09	\$1,971.03	2.57%
4333 INSURANCE	\$157,362.44	\$13,227.20	\$156,364.84	\$997.60	0.63%
4334 CLOTHING	\$1,200.00	\$0.00	\$382.00	\$818.00	68.17%
TOTAL EMPLOYEE BENEFITS	\$319,423.19	\$25,274.90	\$312,026.86	\$7,396.33	2.32%
STAFF & BOARD DEVELOPMENT					
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	\$5,097.05	\$902.95	15.05%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$1,250.00	-\$250.00	-25.00%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$22.82	\$1,180.62	-\$80.62	-7.33%
TOTAL STAFF & BOARD DEVELOPMENT	\$11,800.00	\$22.82	\$11,196.66	\$603.34	5.11%
GROUP TOTAL PERSONNEL SERVICES	\$1,340,166.61	\$101,057.44	\$1,314,214.78	\$25,951.83	1.94%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,450.00	\$0.00	\$7,450.00	\$0.00	0.00%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$2,321.50	-\$321.50	-16.08%
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	\$4,520.00	\$430.00	8.69%
TOTAL PROFESSIONAL SERVICES	\$15,550.00	\$365.00	\$14,385.89	\$1,164.11	7.49%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$5,040.00	\$259.12	\$3,462.51	\$1,577.49	31.30%
4414 ALARM	\$3,600.00	\$0.00	\$3,244.00	\$356.00	9.89%
4416 MAINTENANCE	\$40,500.00	\$193.82	\$34,274.42	\$6,225.58	15.37%
4417 SWAN	\$30,000.00	\$0.00	\$27,681.00	\$2,319.00	7.73%
4418 TECHNOLOGY	\$40,000.00	\$2,569.95	\$40,000.00	\$0.00	0.00%
TOTAL OUTSIDE SERVICES	\$119,140.00	\$3,022.89	\$108,661.93	\$10,478.07	8.79%
PRINTING					
4424 NEWSLETTER PRINTING	\$19,387.83	\$3,196.55	\$19,179.30	\$208.53	1.08%
TOTAL PRINTING	\$19,387.83	\$3,196.55	\$19,179.30	\$208.53	1.08%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$463.96	\$11,113.03	-\$113.03	-1.03%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$386.23	\$13,889.08	\$110.92	0.79%
4454 GENERAL PROGRAMMING	\$10,000.00	\$1,521.47	\$6,589.41	\$3,410.59	34.11%
TOTAL PROGRAMMING	\$35,000.00	\$2,371.66	\$31,591.52	\$3,408.48	9.74%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$133.79	\$1,721.65	\$1,278.35	42.61%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$133.79	\$1,721.65	\$1,278.35	42.61%
GROUP TOTAL CONTRACTUAL SERVICES	\$192,077.83	\$9,089.89	\$175,540.29	\$16,537.54	8.61%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$71.79	\$823.70	\$32.98	3.85%
4432 HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$13,000.00	\$0.00	0.00%
4434 BUILDING REPAIRS	\$12,000.00	\$0.00	\$12,000.00	\$0.00	0.00%
4436 LAWN MAINTENANCE	\$10,053.30	\$1,499.31	\$10,053.30	\$0.00	0.00%
4437 SNOW REMOVAL	\$6,751.61	\$1,860.00	\$7,777.50	-\$1,025.89	-15.19%
TOTAL REPAIRS & MAINTENANCE	\$42,661.59	\$3,431.10	\$43,654.50	-\$992.91	-2.33%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$8,220.00	\$726.00	\$8,878.15	-\$658.15	-8.01%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$206.25	\$33.75	14.06%
TOTAL EQUIPMENT MAINTENANCE	\$8,460.00	\$726.00	\$9,084.40	-\$624.40	-7.38%
GROUP TOTAL BUILDING MAINTENANCE	\$51,121.59	\$4,157.10	\$52,738.90	-\$1,617.31	-3.16%
INSURANCE					
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%
GROUP TOTAL INSURANCE	\$25,279.51	\$0.00	\$25,572.11	-\$292.60	-1.16%
UTILITIES					
4472 WATER	\$3,000.00	\$197.81	\$3,276.13	-\$276.13	-9.20%
4473 GAS	\$2,000.00	\$1,618.80	\$1,618.80	\$381.20	19.06%
4474 TELEPHONE/FAX	\$2,369.60	\$336.46	\$2,270.67	\$98.93	4.17%
4475 INTERNET/LOCAL AREA NET	\$5,520.60	\$0.00	\$5,520.60	\$0.00	0.00%
GROUP TOTAL UTILITIES	\$12,890.20	\$2,153.07	\$12,686.20	\$204.00	1.58%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	-\$88.83	\$967.37	\$32.63	3.26%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$1,963.36	\$36.64	1.83%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$545.49	\$3,177.79	\$22.21	0.69%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$416.40	\$5,771.24	\$228.76	3.81%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$1,111.48	\$3,023.12	\$26.88	0.88%
4518 LOCAL HISTORY SUPPLIES	\$500.00	\$136.98	\$136.98	\$363.02	72.60%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$668.50	\$531.50	44.29%
TOTAL OFFICE SUPPLIES	\$16,950.00	\$2,121.52	\$15,708.36	\$1,241.64	7.33%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$403.47	\$5,705.84	-\$355.84	-6.65%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$5,350.00	\$403.47	\$5,705.84	-\$355.84	-6.65%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$650.00	\$39.26	\$472.89	\$177.11	27.25%
4553 BULK FEES & PERMITS	\$5,670.00	\$461.41	\$4,910.03	\$759.97	13.40%
TOTAL OFFICE EXPENSE	\$6,320.00	\$500.67	\$5,382.92	\$937.08	14.83%
GROUP TOTAL SUPPLIES	\$28,620.00	\$3,025.66	\$26,797.12	\$1,822.88	6.37%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$14,521.50	\$120,938.43	\$74,585.54	38.15%
GROUP TOTAL CAPITAL EXPENSES	\$195,523.97	\$14,521.50	\$120,938.43	\$74,585.54	38.15%



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$25,000.00	\$0.00	\$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	\$0.00	\$8,480.43	\$3,519.57	29.33%
4714 LARGE PRINT	\$5,250.00	\$655.89	\$3,989.09	\$1,260.91	24.02%
4715 BOOKS - Adult	\$32,900.00	\$7,526.28	\$31,067.53	\$1,832.47	5.57%
4716 BOOKS - Youth	\$33,000.00	\$1,552.62	\$31,398.72	\$1,601.28	4.85%
4717 VIDEOS - Adult	\$4,000.00	\$439.34	\$3,579.59	\$420.41	10.51%
4718 VIDEOS - Youth	\$800.00	\$0.00	\$521.03	\$278.97	34.87%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$226.95	\$1,702.63	\$297.37	14.87%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$0.00	\$3,745.66	\$4.34	0.12%
4721 SOFTWARE	\$10,188.15	\$1,514.78	\$9,995.26	\$192.89	1.89%
4722 REALIA	\$1,000.00	\$0.00	\$306.02	\$693.98	69.40%
4723A VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$1,281.13	\$18.87	1.45%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$596.05	\$403.95	40.40%
4725A E-BOOKS - Adult	\$12,000.00	\$60.00	\$12,000.00	\$0.00	0.00%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$0.00	\$13,908.21	\$91.79	0.66%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$3,419.80	\$80.20	2.29%
4727 PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
GROUP TOTAL MEDIA	\$170,585.00	\$11,975.86	\$150,844.21	\$19,740.79	11.57%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$19,094.07	\$1,198.00	\$14,791.79	\$4,302.28	22.53%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,800.30	\$0.00	0.00%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$2,031.53	\$15,874.46	-\$4,874.46	-44.31%
4906a RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$1,389.88	-\$389.88	-38.99%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$48,894.37	\$3,229.53	\$49,856.43	-\$962.06	-1.97%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$58,711.00	\$0.00	\$61,834.33	-\$3,123.33	-5.32%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$58,711.00	\$0.00	\$61,834.33	-\$3,123.33	-5.32%
TOTAL EXPENDITURES	\$2,123,870.08	\$149,210.05	\$1,991,022.80	\$132,847.28	6.25%



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
Adducci Vega Financial Group, LLC				
12/11/2025	Check	6265	11 November Reconciliation Invoice 202066294	4365 Accountant
				\$365.00
Total for Adducci Vega Financial Group, LLC				
Amazon				
12/02/2025	Expense	AMAZON PORTAL	11LD-DV9L-N7LN Multi fold towels	4541 Maintenance/Cleaning Supplies
				\$75.98
12/02/2025	Expense	AMAZON PORTAL	11PN-K6TK-G9HX Toilet Paper	4541 Maintenance/Cleaning Supplies
				\$65.66
12/29/2025	Expense		1CLY-9Y3H-KFCX Multi fold towels	4514 Business Office - Supplies
				\$75.98
12/29/2025	Expense		1RR3-4GX1-QGGY Toilet Paper	4514 Business Office - Supplies
				\$49.25
12/31/2025	Expense	AMAZON PORTAL	11WFM-LKR4-RFNJ	4514 Business Office - Supplies
				\$78.04
Total for Amazon				
Anderson Pest Solutions				
12/17/2025	Check	6268	Invoice 89340464	4431 Pest Control
				\$68.79
12/17/2025	Check	6268	Environmental & Safety Surcharge	4431 Pest Control
				\$3.00
Total for Anderson Pest Solutions				
At&T - Fiber Line				
12/30/2025	Check	6275	5578200116	4631 Contingency / Special Reserves Replenishment
				\$349.60
Total for At&T - Fiber Line				
Building Technology Consultants, Inc.				
12/08/2025	Check	6261	Invoice 14251 Building Assistance 100% complete	4631 Contingency / Special Reserves Replenishment
				\$1,000.00
12/08/2025	Check	6261	Invoice 14251 Pre Construction 10%	4631 Contingency / Special Reserves Replenishment
				\$550.00
Total for Building Technology Consultants, Inc.				
CDW Government, Inc.				
12/10/2025	Check	6264	Invoice AH2U76R 4Yr RPR premium coverage surface tablet	4631 Contingency / Special Reserves Replenishment
				\$219.26
Total for CDW Government, Inc.				
Children's Plus Inc.				
12/12/2025	Check	6267	Invoice 269693	4716 Books - Youth
				\$89.33
Total for Children's Plus Inc.				
City Of Palos Heights IMRF				
12/31/2025	Check	23168	12 December Payment	4331 IMRF III. Muni. Ret. Fund
				\$6,303.98
12/31/2025	Journal Entry	123	4.5%	4311 Salaried Employees
				\$2,642.60
12/31/2025	Journal Entry	123	4.5%	4312 Hourly Employees
				\$246.21
12/31/2025	Journal Entry	124	VIMRF	4311 Salaried Employees
				\$1,440.40
Total for City Of Palos Heights IMRF				
City of Palos Hts. - Water Bill				
12/17/2025	Check	6269	Monthly bill	4472 Water
				\$197.81
Total for City of Palos Hts. - Water Bill				
ComEd				
12/12/2025	Check	6266	Billing through 12.3.25	4631 Contingency / Special Reserves Replenishment
				\$3,870.39
Total for ComEd				
Everest Snow Management, Inc.				
12/02/2025	Check	6256	Snow Removal 3 of 4 payments	4437 Snow Removal
				\$1,860.00
Total for Everest Snow Management, Inc.				
Grasso Graphics				
12/17/2025	Check	6270	Nov/Dec Newsletters	4424 Newsletter Printing
				\$3,196.55
Total for Grasso Graphics				
GT Mechanical				
12/08/2025	Expense		23010876 Boiler Pump 2 repair	4631 Contingency / Special Reserves Replenishment
				\$2,389.70
Total for GT Mechanical				
Hometowns to Hollywood, LLC				
12/01/2025	Check	23156	12.4.25 Hollywood Christmas	4904 Reimb. - Friends Book Sales
				\$400.00
Total for Hometowns to Hollywood, LLC				
Hugo Collin				
12/01/2025	Check	23157	12.16.25 Christmas Concert with Elvis	4452 Public Services Programming
				\$525.00
Total for Hugo Collin				
Improvvised Jane Austin, LLC				
12/08/2025	Check	23160	12.11.25 Improv Jane Austin	4452 Public Services Programming
				\$600.00
Total for Improvised Jane Austin, LLC				
Independent Construction Services				
12/08/2025	Check	6262	Invoice 1675 Scope Review	4631 Contingency / Special Reserves Replenishment
				\$326.25
12/08/2025	Check	6262	Board Update	4631 Contingency / Special Reserves Replenishment
				\$290.00
12/08/2025	Check	6262	Bidding	4631 Contingency / Special Reserves Replenishment
				\$217.50
12/08/2025	Check	6262	Contract Processing 11.21.25	4631 Contingency / Special Reserves Replenishment
				\$217.50
12/08/2025	Check	6262	Contract Processing 11.28.25	4631 Contingency / Special Reserves Replenishment
				\$181.25
Total for Independent Construction Services				



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
Ingram				
12/07/2025	Check	6258	11 Nov Invoices	4714 Large Print Books \$402.16
12/07/2025	Check	6258	11 Nov Invoices	4715 Books - Adult \$4,169.97
12/07/2025	Check	6258	11 Nov Invoices	4716 Books - Youth \$1,028.54
12/07/2025	Check	6258	11 Nov Pre processing adult books	4515 Technical Services - Supplies \$94.71
12/07/2025	Check	6258	11 Nov Pre processing youth books	4515 Technical Services - Supplies \$64.68
12/07/2025	Check	6258	11 Nov Shipping	4714 Large Print Books \$5.28
12/07/2025	Check	6258	11 Nov Shipping	4715 Books - Adult \$63.58
12/07/2025	Check	6258	11 Nov Shipping	4716 Books - Youth \$24.14
12/07/2025	Check	6258	CM91766619	4715 Books - Adult -\$20.77
12/07/2025	Check	6258	CM92264985	4716 Books - Youth -\$14.37
12/07/2025	Check	6258	CM92264984	4715 Books - Adult -\$11.83
12/07/2025	Check	6258	CM91766618	4716 Books - Youth -\$15.11
12/30/2025	Check	6278	12 Dec Invoices	4714 Large Print Books \$246.19
12/30/2025	Check	6278	12 Dec Invoices	4715 Books - Adult \$1,570.06
12/30/2025	Check	6278	12 Dec Invoices	4716 Books - Youth \$440.55
12/30/2025	Check	6278	12 Dec Pre processing large print	4515 Technical Services - Supplies \$2.20
12/30/2025	Check	6278	12 Dec Pre processing adult books	4515 Technical Services - Supplies \$69.30
12/30/2025	Check	6278	12 Dec Pre processing youth books	4515 Technical Services - Supplies \$33.00
12/30/2025	Check	6278	12 Dec Shipping	4714 Large Print Books \$2.26
12/30/2025	Check	6278	12 Dec Shipping	4715 Books - Adult \$36.07
12/30/2025	Check	6278	12 Dec Shipping	4716 Books - Youth \$9.67
12/30/2025	Check	6278	CM92390130	4716 Books - Youth -\$10.13
Total for Ingram				\$8,190.15
LEAF (Copier Lease)				
12/08/2025	Expense	LEAF	Copier Lease payment 2	4531 Copier \$726.00
Total for LEAF (Copier Lease)				\$726.00
LIMRICC-Employees				
12/22/2025	Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements \$1,198.00
12/22/2025	Expense	ACH LIM	12 DEC 25	4333 Insurance \$33,227.20
12/22/2025	Journal Entry	125	Employee Paid Benefits	4311 Salaried Employees \$678.49
Total for LIMRICC-Employees				\$15,103.69
Mama Vesuvio's East				
12/14/2025	Check	23161	Holiday Party (42) Guests	4454 General Programming \$1,200.00
Total for Mama Vesuvlo's East				\$1,200.00
Melka Landscaping				
12/17/2025	Check	6271	Holiday decorations and poinsettias	4436 Lawn Maintenance \$1,499.31
12/17/2025	Check	6271	Holiday decorations and poinsettias	4904 Reimb. - Friends Book Sales \$65.59
Total for Melka Landscaping				\$1,564.90
Midwest Tape - 19730				
12/08/2025	Check	6260	11 Nov Invoices	4717 Videos - Adult \$412.35
12/08/2025	Check	6260	11 Nov Invoices	4719 Audiobooks - Adult \$135.97
12/08/2025	Check	6260	11 Nov pre processing 4717	4515 Technical Services - Supplies \$46.39
12/08/2025	Check	6260	11 Nov pre processing 4719	4515 Technical Services - Supplies \$8.97
12/30/2025	Check	6277	12 Dec Invoices	4717 Videos - Adult \$26.99
12/30/2025	Check	6277	12 Dec Invoices	4719 Audiobooks - Adult \$90.98
12/30/2025	Check	6277	12 Dec pre processing 4717	4515 Technical Services - Supplies \$2.34
12/30/2025	Check	6277	12 Dec pre processing 4719	4515 Technical Services - Supplies \$5.98
Total for Midwest Tape - 19730				\$729.97
Nancy Sylvester				
12/30/2025	Check	6273	Board Meeting Training Sept, Oct, Nov 2025	4631 Contingency / Special Reserves Replenishment \$3,000.00
Total for Nancy Sylvester				\$3,000.00
NICOR				
12/30/2025	Check	6276	11.14.25 to 12.15.25	4473 Gas \$1,618.80
Total for NICOR				\$1,618.80
Old National Bank - MasterCard				
12/08/2025	Expense	Mastercard	Disney Plus Monthly Fee	4451 Youth & Teen Programming \$12.99
12/08/2025	Expense	Mastercard	SIP, Google Fi	4474 Telephone/FAX \$129.74
12/08/2025	Expense	Mastercard	OCLC	4551 Postage & Handling \$24.16
12/08/2025	Expense	Mastercard	Duo	4721 Software \$120.00
12/08/2025	Expense	Mastercard	Spotify	4451 Youth & Teen Programming \$11.99
12/08/2025	Expense	Mastercard	Teen painting program Juniper Canvas	4451 Youth & Teen Programming \$414.00
12/08/2025	Expense	Mastercard	Etsy image download	4454 General Programming \$2.20
12/08/2025	Expense	Mastercard	Water hot coco	4454 General Programming \$17.38
12/08/2025	Expense	Mastercard	4 cases copy paper	4514 Business Office - Supplies \$159.96
12/08/2025	Expense	Mastercard	2 metal carts for book bins	4516 Circulation - Supplies \$730.24



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
Old National Bank - MasterCard (con't)				
12/08/2025	Expense	Mastercard	Bayscan receipt paper 2 deliveries	4516 Circulation - Supplies \$381.24
12/08/2025	Expense	Mastercard	Maint supplies	4541 Maintenance/Cleaning Supplies \$55.10
12/08/2025	Expense	Mastercard	Vista print foam board displays	4518 Local History - Supplies \$136.98
12/08/2025	Expense	Mastercard	GODADDY Renewal	4721 Software \$56.18
12/08/2025	Expense	Mastercard	Glowforge filter replacement	4904 Reimb. - Friends Book Sales \$640.94
12/29/2025	Expense	MasterCard	Disney Plus Monthly Fee	4451 Youth & Teen Programming \$12.99
12/29/2025	Expense	MasterCard	SIP, Google Fi	4474 Telephone/FAX \$128.55
12/29/2025	Expense	MasterCard	OCLC	4551 Postage & Handling \$15.10
12/29/2025	Expense	MasterCard	Duo	4721 Software \$120.00
12/29/2025	Expense	MasterCard	Spotify	4451 Youth & Teen Programming \$11.99
12/29/2025	Expense	MasterCard	Gift Cards Trivia program	4452 Public Services Programming \$36.23
12/29/2025	Expense	MasterCard	Spirit Committee	4454 General Programming \$137.00
12/29/2025	Expense	MasterCard	Palmer Plaque	4461 Public Relations \$133.79
12/29/2025	Expense	MasterCard	Kringle Market Water	4454 General Programming \$55.27
12/29/2025	Expense	MasterCard	Salt for sidewalks	4514 Business Office - Supplies \$59.32
12/29/2025	Expense	MasterCard	Polish Books	4715 Books - Adult \$1,719.20
12/29/2025	Expense	MasterCard	Draw Alive annual fee	4721 Software \$1,218.60
Total for Old National Bank - MasterCard				\$6,541.14
Otis Elevator				
12/17/2025	Expense	OTIS PORTAL	invoice 100402164395	4416 Maintenance \$193.82
Total for Otis Elevator				\$193.82
OverDrive, Inc.				
12/07/2025	Check	6259	01658MA25374400	4725B E-Audiobooks - Adult \$60.00
Total for OverDrive, Inc.				\$60.00
Paylocity Payroll Billing				
12/26/2025	Expense	PAYLOCITY	Check date 11.25.25	4412 Payroll Services \$80.10
12/26/2025	Expense	PAYLOCITY	Check date 12.08.25	4412 Payroll Services \$179.02
Total for Paylocity Payroll Billing				\$259.12
Paylocity Payroll Net				
12/12/2025	Expense	PAYLOCITY	Check date 12.12.25	4311 Salaried Employees \$20,426.32
12/12/2025	Expense	PAYLOCITY	Check date 11.28.25	4312 Hourly Employees \$7,010.97
12/12/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement \$11.13
12/12/2025	Expense	PAYLOCITY	BS Hot coco Kringle Market	4454 General Programming \$45.34
12/12/2025	Expense	PAYLOCITY	CV Nov Spirit Committee	4454 General Programming \$64.28
12/26/2025	Expense	PAYLOCITY	Check date 12.26.25	4311 Salaried Employees \$20,932.96
12/26/2025	Expense	PAYLOCITY	Check date 12.26.25	4312 Hourly Employees \$7,168.38
12/26/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement \$11.69
Total for Paylocity Payroll Net				\$55,671.07
Paylocity Payroll Taxes				
12/12/2025	Expense	PAYLOCITY	Check date 12.12.25	4311 Salaried Employees \$6,215.77
12/12/2025	Expense	PAYLOCITY	Check date 12.12.25	4332 FICA Social Security \$2,838.41
12/12/2025	Expense	PAYLOCITY	Check date 12.12.25	4312 Hourly Employees \$1,285.74
12/26/2025	Expense	PAYLOCITY	Check date 12.26.25	4311 Salaried Employees \$6,387.62
12/26/2025	Expense	PAYLOCITY	Check date 12.26.25	4332 FICA Social Security \$2,905.31
12/26/2025	Expense	PAYLOCITY	Check date 12.26.25	4312 Hourly Employees \$1,324.26
Total for Paylocity Payroll Taxes				\$20,957.11
Peerless Network, Inc				
12/17/2025	Check	6272	Invoice 87970	4474 Telephone/FAX \$78.17
Total for Peerless Network, Inc				\$78.17
Pub Trivia				
12/01/2025	Check	23155	12.01.25 Trivia	4452 Public Services Programming \$150.00
Total for Pub Trivia				\$150.00
Truty, Marcin				
12/01/2025	Expense	ACH MARCIN	11 NOV IT Services 25-11	4418 Technology \$2,569.95
12/01/2025	Expense	ACH MARCIN	11 NOV IT Services 25-11	4631 Contingency / Special Reserves Replenishment \$1,910.05
Total for Truty, Marcin				\$4,480.00
U.S. Post Office				
12/17/2025	Check	23162	Newsletter postage	4553 Bulk Fees & Permits \$461.41
Total for U.S. Post Office				\$461.41
Warehouse Direct				
12/05/2025	Check	6257	Kleenex	4541 Maintenance/Cleaning Supplies \$112.37
12/09/2025	Check	6263	Large liners (2)	4541 Maintenance/Cleaning Supplies \$94.36
12/30/2025	Check	6274	Small Liners (2)	4514 Business Office - Supplies \$64.42
12/30/2025	Check	6274	Soap hand	4514 Business Office - Supplies \$58.52
Total for Warehouse Direct				\$329.67
TOTAL CHECKS FOR BOARD APPROVAL				\$149,210.05



**PALOS HEIGHTS
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
December 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	\$5,390.98	\$308,951.40	\$1,172.95	\$200.00	\$572.09	\$2,604.70	\$318,892.12
WITHDRAWALS	(\$149,210.05)						(\$149,210.05)
TRANSFERS	\$50,000.00	(\$50,000.00)					\$0.00
	\$50,000.00	(\$50,000.00)					
	\$50,000.00	(\$50,000.00)					
DEPOSITS	\$1,198.00						\$4,817.60
	\$397.10						
	\$327.25						
	\$225.45						
	\$117.00						
	\$150.00						
	\$503.40						
	\$340.55						
	\$249.75						
	\$230.45						
	\$491.90						
	\$516.75						
\$70.00							
ADJUSTMENTS							
INTEREST EARNED	\$0.98	\$535.35	\$3.92	N/A	N/A	\$2.04	\$542.29
ENDING BALANCE	\$10,999.51	\$159,486.75	\$1,176.87	\$200.00	\$572.09	\$2,606.74	\$175,041.96
TOTALS	\$171,863.13 GENERAL FUND				\$3,178.83 SPECIAL RESERVES FUND		\$175,041.96 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.300%		N/A	N/A	0.920%	

**TOTAL FUND BALANCE MONTH ENDING: DECEMBER 31, 2025
\$175,041.96**