



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
[January 19, 2023](#)

MOTION	MONTH	AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	NOVEMBER	\$336,136.87	6.1 to 6.5
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	11/30/2022		1
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	DECEMBER	\$172,551.61	6.1 to 6.5
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	12/31/2022		1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: NOVEMBER 30, 2022

	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	\$0.00		\$0.00
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$0.00		\$0.00
COPIER	\$0.00		\$0.00
GRANTS	\$0.00		\$0.00
INTEREST	\$108.84	\$2.58	\$111.42
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$0.00		\$0.00
» Miscellaneous	\$0.00		\$0.00
» Palos Heights City Loan	\$143,750.00		\$143,750.00
DONATIONS/GIFTS			\$0.00
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$0.00		\$0.00
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
TOTAL REVENUES	\$143,858.84	\$2.58	\$143,861.42
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$104,518.45		\$104,518.45
» Employee Benefits	\$24,655.15		\$24,655.15
» Staff & Board Development	\$566.73		\$566.73
CONTRACTUAL SERVICES	\$9,191.19		\$9,191.19
BUILDING MAINTENANCE	\$4,426.09		\$4,426.09
INSURANCE	\$0.00		\$0.00
UTILITIES	\$836.70		\$836.70
SUPPLIES	\$1,675.07		\$1,675.07
CAPITAL EXPENSES	\$2,137.10		\$2,137.10
MEDIA	\$17,330.02		\$17,330.02
REIMBURSEMENTS	\$1,550.10		\$1,550.10
SR PROJECTS	\$169,250.27	\$0.00	\$169,250.27
TOTAL EXPENDITURES	\$336,136.87	\$0.00	\$336,136.87
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$192,278.03	\$2.58	-\$192,275.45
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	-\$192,278.03	\$2.58	-\$192,275.45
FUND BALANCES, BEGINNING OF MONTH	\$318,380.96	\$3,087.28	\$0.00
END OF MONTH	\$126,102.93	\$3,089.86	\$129,192.79



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH NOVEMBER 30, 2022

	BUDGETED AMOUNTS			Variance	Balance
	Original	Final	Actual	With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,781,437.16	\$1,781,437.16	\$912,279.06	\$869,158.10	51.21%
CORPORATE REPLACEMENT TAX	\$8,400.00	\$8,400.00	\$14,800.81	-\$6,400.81	176.20%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$5,000.00	\$5,000.00	\$1,908.80	\$3,091.20	38.18%
Cards	\$1,500.00	\$1,500.00	\$2,677.56	-\$1,177.56	178.50%
Miscellaneous	\$2,500.00	\$2,500.00	\$1,596.11	\$903.89	63.84%
COPIER	\$5,000.00	\$5,000.00	\$2,773.85	\$2,226.15	55.48%
GRANTS	\$18,459.63	\$18,459.63	\$17,800.30	\$659.33	96.43%
INTEREST	\$239.00	\$239.00	\$4,833.51	-\$4,594.51	2022.39%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$10,677.75	\$322.25	97.07%
Miscellaneous	\$1,200.00	\$1,200.00	\$298,628.16	-\$297,428.16	24885.68%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$1,110.00	-\$110.00	111.00%
Annual Fundraising	\$30,000.00	\$30,000.00	\$2,982.30	\$27,017.70	9.94%
Planned Giving	\$0.00	\$0.00	\$192,500.00	-\$192,500.00	0.00%
TOTAL REVENUES	\$1,865,735.79	\$1,865,735.79	\$1,464,568.21	\$401,167.58	78.50%
EXPENDITURES					
PERSONNEL SERVICES					
Operational Salaries	\$914,112.67	\$914,112.67	\$829,352.80	-\$84,759.87	-9.27%
Employee Benefits	\$267,155.98	\$267,155.98	\$240,857.89	-\$26,298.09	-9.84%
Staff & Board Development	\$10,900.00	\$10,900.00	\$8,303.95	-\$2,596.05	-23.82%
CONTRACTUAL SERVICES	\$158,210.37	\$158,210.37	\$146,409.00	-\$11,801.37	-7.46%
BUILDING MAINTENANCE	\$42,632.08	\$42,632.08	\$40,111.64	-\$2,520.44	-5.91%
INSURANCE	\$21,268.50	\$21,268.50	\$21,199.00	-\$69.50	-0.33%
UTILITIES	\$14,236.56	\$14,236.56	\$12,823.09	-\$1,413.47	-9.93%
SUPPLIES	\$24,340.00	\$24,340.00	\$19,605.13	-\$4,734.87	-19.45%
CAPITAL EXPENSES	\$202,500.00	\$202,500.00	\$13,021.94	-\$189,478.06	-93.57%
MEDIA	\$176,220.00	\$176,220.00	\$147,133.21	-\$29,086.79	-16.51%
REIMBURSEMENTS	\$34,159.63	\$34,159.63	\$35,902.47	\$1,742.84	5.10%
SR PROJECTS	\$1,186,000.00	\$1,186,000.00	\$374,424.30	-\$811,575.70	-68.43%
TOTAL EXPENDITURES	\$3,051,735.79	\$3,051,735.79	\$1,889,144.42	-\$1,162,591.37	-38.10%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$1,186,000.00	-\$1,186,000.00	-\$424,576.21	-\$761,423.79	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			-\$424,576.21		
FUND BALANCE					
BEGINNING OF YEAR			\$724,385.14		
YTD MONTH ENDING			\$299,808.93		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH NOVEMBER 2022

		BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES						
OPERATIONAL SALARIES						
4311	SALARIED EMPLOYEES	\$711,091.59	\$82,784.61	\$655,464.30	\$55,627.29	7.82%
4312	HOURLY EMPLOYEES	\$198,021.08	\$17,432.09	\$168,934.11	\$29,086.97	14.69%
4313	ADDITIONAL COMPENSATION	\$5,000.00	\$4,301.75	\$4,954.39	\$45.61	0.91%
TOTAL OPERATIONAL SALARIES		\$914,112.67	\$104,518.45	\$829,352.80	\$84,759.87	9.27%
EMPLOYEE BENEFITS						
4331	ILL. MUNI. RETIREMENT FUND	\$80,221.72	\$6,301.02	\$69,968.95	\$10,252.77	12.78%
4332	SOCIAL SECURITY - FICA	\$69,547.12	\$7,691.33	\$62,353.45	\$7,193.67	10.34%
4333	INSURANCE	\$116,387.14	\$10,662.80	\$108,535.49	\$7,851.65	6.75%
4334	CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS		\$267,155.98	\$24,655.15	\$240,857.89	\$26,298.09	9.84%
STAFF & BOARD DEVELOPMENT						
4351	MEMBERSHIP FEES	\$2,400.00	\$100.00	\$2,539.00	-\$139.00	-5.79%
4352	BOARD DEVELOPMENT	\$800.00	\$70.00	\$778.99	\$21.01	2.63%
4353	ADMINISTRATOR	\$500.00	\$82.50	\$652.39	-\$152.39	-30.48%
4354	PROFESSIONAL STAFF	\$5,000.00	\$270.73	\$3,063.37	\$1,936.63	38.73%
4355	SUPPORT STAFF	\$1,000.00	\$0.00	\$899.63	\$100.37	10.04%
4356	MILEAGE REIMBURSEMENT	\$1,200.00	\$43.50	\$370.57	\$829.43	69.12%
TOTAL STAFF & BOARD DEVELOPMENT		\$10,900.00	\$566.73	\$8,303.95	\$2,596.05	23.82%
GROUP TOTAL PERSONNEL SERVICES		\$1,192,168.65	\$129,740.33	\$1,078,514.64	\$113,654.01	9.53%
CONTRACTUAL SERVICES						
PROFESSIONAL SERVICES						
4361	AUDIT FEES	\$6,640.00	\$0.00	\$6,640.00	\$0.00	0.00%
4362	LEGAL FEES	\$2,200.00	\$0.00	\$1,558.00	\$642.00	29.18%
4363	PROFESSIONAL FEES	\$500.00	\$326.82	\$669.63	-\$169.63	-33.93%
4364	APPRAISAL	\$575.00	\$0.00	\$0.00	\$575.00	100.00%
4365	ACCOUNTANT	\$3,780.00	\$350.00	\$4,050.00	-\$270.00	-7.14%
TOTAL PROFESSIONAL SERVICES		\$13,695.00	\$676.82	\$12,917.63	\$777.37	5.68%
OUTSIDE SERVICES						
4412	PAYROLL SERVICES	\$4,000.00	\$452.04	\$4,251.89	-\$251.89	-6.30%
4414	ALARM	\$3,650.00	\$0.00	\$3,019.00	\$631.00	17.29%
4416	MAINTENANCE	\$39,000.00	\$175.00	\$31,605.17	\$7,394.83	18.96%
4417	SWAN	\$24,800.00	\$0.00	\$26,998.96	-\$2,198.96	-8.87%
4418	TECHNOLOGY	\$31,540.37	\$2,480.00	\$32,035.37	-\$495.00	-1.57%
TOTAL OUTSIDE SERVICES		\$102,990.37	\$3,107.04	\$97,910.39	\$5,079.98	4.93%
PRINTING						
4421	NEWSPAPER/ADVERTISING NOTICES	\$250.00	\$0.00	\$0.00	\$250.00	100.00%
4424	NEWSLETTER PRINTING	\$16,275.00	\$2,987.80	\$14,316.17	\$1,958.83	12.04%
TOTAL PRINTING		\$16,525.00	\$2,987.80	\$14,316.17	\$2,208.83	13.37%
PROGRAMMING						
4451	YOUTH & TEEN PROGRAMMING	\$7,000.00	\$919.62	\$6,287.26	\$712.74	10.18%
4452	PUBLIC SERVICES PROGRAMMING	\$9,000.00	\$1,150.00	\$7,194.21	\$1,805.79	20.06%
4454	GENERAL PROGRAMMING	\$6,000.00	\$349.91	\$4,889.00	\$1,111.00	18.52%
TOTAL PROGRAMMING		\$22,000.00	\$2,419.53	\$18,370.47	\$3,629.53	16.50%
PUBLIC RELATIONS						
4461	Public Relations	\$3,000.00	\$0.00	\$2,894.34	\$105.66	3.52%
TOTAL PUBLIC RELATIONS		\$3,000.00	\$0.00	\$2,894.34	\$105.66	3.52%
GROUP TOTAL CONTRACTUAL SERVICES		\$158,210.37	\$9,191.19	\$146,409.00	\$11,801.37	7.46%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH NOVEMBER 2022

	BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$756.00	\$0.00	\$713.90	\$42.10	5.57%
4432 HEATING/COOLING SERVICE	\$12,000.00	\$0.00	\$11,238.00	\$762.00	6.35%
4434 BUILDING REPAIRS	\$9,000.00	\$2,012.82	\$9,108.52	-\$108.52	-1.21%
4436 LAWN MAINTENANCE	\$6,500.00	\$0.00	\$7,278.85	-\$778.85	-11.98%
4437 SNOW REMOVAL	\$6,178.68	\$1,544.00	\$4,587.68	\$1,591.00	25.75%
TOTAL REPAIRS & MAINTENANCE	\$34,434.68	\$3,556.82	\$32,926.95	\$1,507.73	4.38%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,957.40	\$631.52	\$6,946.94	\$1,010.46	12.70%
4533 OTHER EQUIPMENT	\$240.00	\$237.75	\$237.75	\$2.25	0.94%
TOTAL EQUIPMENT MAINTENANCE	\$8,197.40	\$869.27	\$7,184.69	\$1,012.71	12.35%
GROUP TOTAL BUILDING MAINTENANCE	\$42,632.08	\$4,426.09	\$40,111.64	\$2,520.44	5.91%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRiCC	\$19,040.40	\$0.00	\$19,255.00	-\$214.60	-1.13%
4443 DISABILITY (WORKMEN'S COMP)	\$2,228.10	\$0.00	\$1,944.00	\$284.10	12.75%
GROUP TOTAL INSURANCE	\$21,268.50	\$0.00	\$21,199.00	\$69.50	0.33%
UTILITIES					
4472 WATER	\$2,000.00	\$122.02	\$2,299.83	-\$299.83	-14.99%
4473 GAS	\$1,700.00	\$0.00	\$0.00	\$1,700.00	100.00%
4474 TELEPHONE/FAX	\$2,150.00	\$188.17	\$1,930.10	\$219.90	10.23%
4475 INTERNET/LOCAL AREA NET	\$8,386.56	\$526.51	\$8,593.16	-\$206.60	-2.46%
GROUP TOTAL UTILITIES	\$14,236.56	\$836.70	\$12,823.09	\$1,413.47	9.93%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$6.99	\$892.08	\$107.92	10.79%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$385.86	\$901.26	\$598.74	39.92%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$46.97	\$1,507.23	\$1,692.77	52.90%
4515 TECHNICAL SERVICES SUPPLIES	\$5,000.00	\$23.62	\$4,320.34	\$679.66	13.59%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$48.60	\$3,145.22	-\$95.22	-3.12%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$499.47	\$500.53	50.05%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$424.96	\$1,088.79	\$111.21	9.27%
TOTAL OFFICE SUPPLIES	\$15,950.00	\$937.00	\$12,354.39	\$3,595.61	22.54%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$588.07	\$3,782.06	\$667.94	15.01%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$588.07	\$3,782.06	\$667.94	15.01%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$700.00	\$0.00	\$328.68	\$371.32	53.05%
4553 BULK FEES & PERMITS	\$3,240.00	\$150.00	\$3,140.00	\$100.00	3.09%
TOTAL OFFICE EXPENSE	\$3,940.00	\$150.00	\$3,468.68	\$471.32	11.96%
GROUP TOTAL SUPPLIES	\$24,340.00	\$1,675.07	\$19,605.13	\$4,734.87	19.45%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH NOVEMBER 2022

	BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
CAPITAL EXPENSES					
CAPITAL EQUIPMENT					
4611 FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4612 LIBRARY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4614 OTHER EQUIP./COMPUTERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL CAPITAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BUILDING/ FACILITY IMPROVEMENTS					
4641 BUILDING IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4642 FACILITY IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4643 LANDSCAPING/HARDSCAPE	\$2,500.00	\$1,617.10	\$1,723.94	\$776.06	31.04%
GROUP TOTAL BUILDING/FACILITY IMPROVEMENTS	\$2,500.00	\$1,617.10	\$1,723.94	\$776.06	31.04%
SPECIAL RESERVES REPLENISHMENT					
4631 SPECIAL RESERVES REPLENISHMENT	\$200,000.00	\$520.00	\$11,298.00	\$188,702.00	94.35%
SPECIAL RESERVES REPLENISHMENT	\$200,000.00	\$520.00	\$11,298.00	\$188,702.00	94.35%
GROUP TOTAL CAPITAL EXPENSES	\$202,500.00	\$2,137.10	\$13,021.94	\$189,478.06	93.57%
MEDIA -LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$27,000.00	\$3,956.35	\$26,613.29	\$386.71	1.43%
4710B DATABASES -Youth	\$6,000.00	\$0.00	\$4,274.00	\$1,726.00	28.77%
4711 PERIODICALS	\$14,500.00	\$6,786.16	\$9,835.45	\$4,664.55	32.17%
4712 CONTINUATIONS	\$600.00	\$0.00	\$858.20	-\$258.20	-43.03%
4714 LARGE PRINT	\$5,500.00	\$592.45	\$4,756.17	\$743.83	13.52%
4715 BOOKS - Adult	\$32,300.00	\$4,042.48	\$28,448.89	\$3,851.11	11.92%
4716 BOOKS - Youth	\$33,000.00	\$812.60	\$26,549.88	\$6,450.12	19.55%
4717 VIDEOS - Adult	\$4,500.00	\$511.28	\$4,010.75	\$489.25	10.87%
4718 VIDEOS - Youth	\$2,500.00	\$0.00	\$278.87	\$2,221.13	88.85%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$233.79	\$1,886.83	\$113.17	5.66%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$15.00	\$705.60	\$2,544.40	78.29%
4721 SOFTWARE	\$9,000.00	\$285.93	\$8,857.32	\$142.68	1.59%
4722 REALIA	\$300.00	\$0.00	\$300.00	\$0.00	0.00%
4723A VIDEO GAMES - Youth	\$1,300.00	\$49.99	\$1,084.39	\$215.61	16.59%
4724 MUSIC - Adult	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
4725A E-BOOKS - Adult	\$10,000.00	\$0.00	\$8,364.22	\$1,635.78	16.36%
4725B E-AUDIOBOOKS - ADULT	\$13,000.00	\$0.00	\$9,842.75	\$3,157.25	24.29%
4726 EBOOKS - Youth	\$3,500.00	\$43.99	\$3,101.60	\$398.40	11.38%
4727 DOWNLOADABLE MUSIC/MOVIES	\$7,770.00	\$0.00	\$7,365.00	\$405.00	5.21%
GROUP TOTAL MEDIA	\$176,220.00	\$17,330.02	\$147,133.21	\$29,086.79	16.51%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$1,200.00	\$0.00	\$3,278.26	-\$2,078.26	-173.19%
4902 PER CAPITA / OTHER GRANTS	\$18,459.63	\$0.00	\$17,800.30	\$659.33	3.57%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$1,399.92	\$7,074.34	\$3,925.66	35.69%
4906a RESTRICTED DONATIONS	\$1,000.00	\$150.18	\$7,695.62	-\$6,695.62	-669.56%
4906b FUNDRAISING / DONATIONS	\$2,500.00	\$0.00	\$53.95	\$2,446.05	97.84%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$34,159.63	\$1,550.10	\$35,902.47	-\$1,742.84	-5.10%
TOTAL EXPENDITURES	\$1,865,735.79	\$166,886.60	\$1,514,720.12	\$351,015.67	18.81%
7001 SPECIAL RESERVE - PROJECTS	\$1,186,000.00	\$169,250.27	\$374,424.30	\$811,575.70	68.43%
TOTAL EXPENDITURES	\$3,051,735.79	\$336,136.87	\$1,889,144.42	\$1,162,591.37	38.10%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Adducci Vega Financial Group, LLC					
Check	11/22/2022	5137	10 Oct Bank Reconciliation	4365 · Accountant	-\$350.00
Total Adducci Vega Financial Group, LLC					-\$350.00
Amazon					
Check	11/04/2022	AM PORTAL	Cups/coffee/cream	4519 · Hospitality - Supplies	-\$198.42
Check	11/04/2022	AM PORTAL	Gloves/soap/Multifold towels/rags	4541 · Maintenance/Cleaning Supplies	-\$387.83
Check	11/04/2022	AM PORTAL	Rug Dr. Spot Cleaning machine	4533 · Other Equipment	-\$156.59
Check	11/04/2022	AM PORTAL	Air purifier filter	4533 · Other Equipment	-\$81.16
Check	11/04/2022	AM PORTAL	Staff Appreciation Gift Cards	4313 · Additional Compensation	-\$1,256.55
Check	11/04/2022	AM PORTAL	4451-Elf Prizes Kit	4451 · Youth & Teen Programming	-\$204.28
Check	11/04/2022	AM PORTAL	4451- Holiday Program	4451 · Youth & Teen Programming	-\$271.18
Check	11/04/2022	AM PORTAL	4451 Sharpie	4515 · Technical Services - Supplies	-\$13.44
Check	11/04/2022	AM PORTAL	4454 Kringle	4454 · General Programming	-\$168.59
Check	11/04/2022	AM PORTAL	4512-Office Supplies	4512 · Youth & Teen - Supplies	-\$385.86
Check	11/04/2022	AM PORTAL	4715-BOOKS1022	4715 · Books - Adult	-\$109.31
Check	11/04/2022	AM PORTAL	4723-Video Games Sept	4723B · Video Games - Youth	-\$49.99
Check	11/04/2022	AM PORTAL	YTS Accessories Diner / Corral Phone	7001 · Special Reserves Projects	-\$542.85
Check	11/04/2022	AM PORTAL	FabLab	4904 · Reimb. - Friends Book Sales	-\$89.77
Check	11/04/2022	AM PORTAL	Fab Lab	4904 · Reimb. - Friends Book Sales	-\$446.08
Check	11/30/2022	AM PORTAL	Chalkboard contact paper	7001 · Special Reserves Projects	-\$9.96
Check	11/30/2022	AM PORTAL	Casters	7001 · Special Reserves Projects	-\$27.99
Check	11/30/2022	AM PORTAL	FabLab supplies	4906a · Reimb. - Restricted Donations	-\$28.51
Check	11/30/2022	AM PORTAL	Lego Table Surface	7001 · Special Reserves Projects	-\$111.04
Check	11/30/2022	AM PORTAL	Kringle Market Supplies	4906a · Reimb. - Restricted Donations	-\$53.30
Check	11/30/2022	AM PORTAL	Kringle Market Supplies	4906a · Reimb. - Restricted Donations	-\$8.91
Check	11/30/2022	AM PORTAL	Holiday Event Supplies	4451 · Youth & Teen Programming	-\$70.05
Check	11/30/2022	AM PORTAL	YTS OPAC iPads	7001 · Special Reserves Projects	-\$539.98
Total Amazon					-\$5,211.64
American Library Association					
Check	11/22/2022	23010	Burek Membership Renewal	4352 · Board Development	-\$70.00
Total American Library Association					-\$70.00
Anderson, Bill					
Check	11/01/2022	5104	11.13.22 Von Trapp Family	4452 · Public Services Programming	-\$250.00
Total Anderson, Bill					-\$250.00
At&T - Fiber Line					
Check	11/04/2022	5113	831-000-9111-787	4475 · Internet	-\$526.51
Total At&T - Fiber Line					-\$526.51
Baker & Taylor L4371652 - Book Only Acct					
Check	11/04/2022	BT PORTAL	2037106094	4716 · Books - Youth	-\$25.35
Total Baker & Taylor L4371652 - Book Only Acct					-\$25.35
Baker & Taylor L4382582 Adult Audio					
Check	11/01/2022	BT PORTAL	2037074905	4719 · Audiobooks/Playaways - Adult	-\$99.50
Check	11/04/2022	BT PORTAL	2037106080	4719 · Audiobooks/Playaways - Adult	-\$134.29
Total Baker & Taylor L4382582 Adult Audio					-\$233.79
Baker & Taylor L4361272 Large Print					
Check	11/01/2022	BT PORTAL	2037054438	4714 · Large Print Books	-\$39.50
Check	11/01/2022	BT PORTAL	2037054439	4714 · Large Print Books	-\$53.78
Check	11/01/2022	BT PORTAL	2037084424	4714 · Large Print Books	-\$73.07
Check	11/01/2022	BT PORTAL	Pre processing fee	4515 · Technical Services - Supplies	-\$1.48
Check	11/04/2022	BT PORTAL	2037109979	4714 · Large Print Books	-\$54.98
Check	11/04/2022	BT PORTAL	2037109980	4714 · Large Print Books	-\$51.23
Check	11/04/2022	BT PORTAL	I4361272	4515 · Technical Services - Supplies	-\$0.74
Total Baker & Taylor L4361272 Large Print					-\$274.78



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Baker & Taylor L5040682 Adult Books					
Check	11/01/2022	BT PORTAL 2037051375		4715 · Books - Adult	-\$532.63
Check	11/01/2022	BT PORTAL 2037059344		4715 · Books - Adult	-\$375.82
Check	11/01/2022	BT PORTAL 2037068617		4715 · Books - Adult	-\$480.05
Check	11/01/2022	BT PORTAL 2037082597		4715 · Books - Adult	-\$465.45
Check	11/01/2022	BT PORTAL 2037091344		4715 · Books - Adult	-\$394.61
Check	11/01/2022	BT PORTAL 2037104477		4715 · Books - Adult	-\$380.71
Check	11/04/2022	BT PORTAL L5040682		4715 · Books - Adult	-\$930.34
Check	11/04/2022	BT PORTAL L5040682		4715 · Books - Adult	-\$373.56
Total Baker & Taylor L5040682 Adult Books					-\$3,933.17
Baker & Taylor L5346512 Youth Books					
Check	11/01/2022	BT PORTAL 2037071740		4716 · Books - Youth	-\$220.42
Check	11/01/2022	BT PORTAL 2037089054		4716 · Books - Youth	-\$266.18
Check	11/04/2022	BT PORTAL 2037114995		4716 · Books - Youth	-\$300.65
Total Baker & Taylor L5346512 Youth Books					-\$787.25
Baker & Taylor L5394112 Gift Fund					
Check	11/01/2022	BT PORTAL 2037066139		4906a · Reimb. - Restricted Donations	-\$28.39
Check	11/01/2022	BT PORTAL 2037099340		4906a · Reimb. - Restricted Donations	-\$14.19
Check	11/01/2022	BT PORTAL 2037099341		4906a · Reimb. - Restricted Donations	-\$16.88
Total Baker & Taylor L5394112 Gift Fund					-\$59.46
C.J. Erickson Plumbing Co.					
Check	11/18/2022	5125		4434 · Building Repairs	-\$699.00
Total C.J. Erickson Plumbing Co.					-\$699.00
CENGAGE/Gale Learning					
Check	11/01/2022	5110 79422482		4714 · Large Print Books	-\$26.39
Check	11/01/2022	5110 79454898		4714 · Large Print Books	-\$91.97
Check	11/01/2022	5110 79469641		4714 · Large Print Books	-\$59.98
Check	11/01/2022	5110 79514068		4714 · Large Print Books	-\$49.58
Check	11/01/2022	5110 79520644		4714 · Large Print Books	-\$31.19
Check	11/04/2022	5111 79546431		4714 · Large Print Books	-\$30.39
Check	11/04/2022	5112 79579954		4714 · Large Print Books	-\$30.39
Total CENGAGE/Gale Learning					-\$319.89
CIT					
Check	11/04/2022	5118 Copier Lease Month 28 of 63		4531 · Copier	-\$631.52
Total CIT					-\$631.52
City Of Palos Heights					
Check	11/16/2022	23009 Business License Renewal		4553 · Bulk Fees & Permits	-\$150.00
Total City Of Palos Heights					-\$150.00
City of Palos Hts. - Water Bill					
Check	11/22/2022	5135 4-2501033-00		4472 · Water	-\$122.02
Total City of Palos Hts. - Water Bill					-\$122.02
Consolidated High School District 230					
Check	11/01/2022	5107 12.1.22 Madrigal Singers		4454 · General Programming	-\$100.00
Total Consolidated High School District 230					-\$100.00
EBSCO					
Check	11/02/2022	ACH EBSCO Library Adware #100194954-1		4710a · Databases (Adult)	-\$983.00
Total EBSCO					-\$983.00
Employee Benefits Corporation					
Check	11/16/2022	5129 BESTflex Premium Only renewal		4363 · Consultant Fees	-\$275.00
Total Employee Benefits Corporation					-\$275.00
Everest Snow Management, Inc.					
Check	11/04/2022	5116 Snow contract payment 2 of 4 Invoice #4437		4437 · Snow Removal	-\$1,544.00
Total Everest Snow Management, Inc.					-\$1,544.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Findaway World LLC					
Check	11/07/2022	5123	410505	4720 · Audiobooks/Playaways - Youth	-\$15.00
Total Findaway World LLC					-\$15.00
First Midwest Bank - Visa					
Check	11/02/2022	VISA PORTAL	10 October Spotify	4451 · Youth & Teen Programming	-\$9.99
Check	11/02/2022	VISA PORTAL	ILA Parking	4354 · Professional Staff	-\$45.00
Check	11/02/2022	VISA PORTAL	New employee background check	4363 · Consultant Fees	-\$51.82
Check	11/02/2022	VISA PORTAL	12.10.22 Paint Party Deposit	4451 · Youth & Teen Programming	-\$165.00
Check	11/02/2022	VISA PORTAL	10 October Cell Phone/Sip	4474 · Telephone/FAX	-\$114.47
Check	11/02/2022	VISA PORTAL	Duo Monthly Fee	4721 · Software	-\$90.00
Check	11/02/2022	VISA PORTAL	10 October Adobe Monthly Fee	4721 · Software	-\$29.99
Check	11/02/2022	VISA PORTAL	10 October Stamps.com Monthly Fee	4721 · Software	-\$17.99
Check	11/02/2022	VISA PORTAL	10 October Zoom Monthly Fee	4721 · Software	-\$140.00
Check	11/02/2022	VISA PORTAL	Creative Bug Monthly Fee	4721 · Software	-\$7.95
Check	11/02/2022	VISA PORTAL	Hoc Chocolate Kringle Market	4454 · General Programming	-\$22.35
Check	11/02/2022	VISA PORTAL	Staff Appreciation Gift Cards	4313 · Additional Compensation	-\$3,045.20
Check	11/02/2022	VISA PORTAL	Supplies	4514 · Business Office - Supplies	-\$46.97
Check	11/02/2022	VISA PORTAL	Aurelio's move in day	4519 · Hospitality - Supplies	-\$208.70
Check	11/02/2022	VISA PORTAL	Supplies	4541 · Maintenance/Cleaning Supplies	-\$200.24
Check	11/02/2022	VISA PORTAL	Fab Lab supplies	4904 · Reimb. - Friends Book Sales	-\$14.07
Check	11/02/2022	VISA PORTAL	Ceiling Tile Replacements	4434 · Building Repairs	-\$177.51
Check	11/02/2022	VISA PORTAL	Touch up paint	4434 · Building Repairs	-\$96.31
Check	11/02/2022	VISA PORTAL	Water/wood stir	4519 · Hospitality - Supplies	-\$17.84
Total First Midwest Bank - Visa					-\$4,501.40
Grasso Graphics					
Check	11/07/2022	5121	Nov/Dec Newsletter 6,800	4424 · Newsletter Printing	-\$2,987.80
Total Grasso Graphics					-\$2,987.80
Illinois Library Association					
Check	11/04/2022	5114	Invoice 213173 Ruzsala	4351 · Membership Fees	-\$100.00
Total Illinois Library Association					-\$100.00
IMRF					
Check	11/30/2022	EFT	IMRF 10.68%	4331 · IMRF Ill. Muni. Ret. Fund	-\$6,301.02
Check	11/30/2022	EFT		2055 · Employee Paid Vol. IMRF	-\$878.92
Check	11/30/2022	EFT		2054 · PT -Employee Contribution IMRF	-\$70.03
Check	11/30/2022	EFT		2053 · FT- Employee Contribution IMRF	-\$2,584.86
Total IMRF					-\$9,834.83
Independent Construction Services					
Check	11/07/2022	5120	Invoice 1082	7001 · Special Reserves Projects	-\$2,416.79
Check	11/17/2022	5134	September Services	7001 · Special Reserves Projects	-\$1,890.00
Total Independent Construction Services					-\$4,306.79
Kothrade, Kevin					
Check	11/01/2022	5103	11.10.22 Shipwrecks	4904 · Reimb. - Friends Book Sales	-\$250.00
Total Kothrade, Kevin					-\$250.00
Library Furniture International					
Check	11/16/2022	23008	YTS Reno Furniture Balance	7001 · Special Reserves Projects	-\$161,379.30
Total Library Furniture International					-\$161,379.30
Library Market					
Check	11/22/2022	5139	Library Calendar Setup	4710a · Databases (Adult)	-\$2,000.00
Total Library Market					-\$2,000.00
LIMRiCC-Employees					
Check	11/16/2022	ACH	11 November Employee Health	4333 · Insurance	-\$10,662.80
			Employee Dental and Vision	2050 · Employee Paid LIMRiCC	-\$486.40
			Ruzsala Child Coverage	2050 · Employee Paid LIMRiCC	-\$915.00
Total LIMRiCC-Employees					-\$12,064.20



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Marchione Electric, Inc.					
Check	11/30/2022	5144	Parking lot ballasts	4631 · Special Reserves Replenishment	-\$520.00
Total Marchione Electric, Inc.					-\$520.00
MarchOne Electrical Design					
Check	11/18/2022	5126	Interior Lighting	4434 · Building Repairs	-\$1,040.00
Total MarchOne Electrical Design					-\$1,040.00
Melka Landscaping					
Check	11/07/2022	5119	10 October Lawn Maintenance	4643 · Capital Landscaping/Hardscape	-\$808.55
Check	11/29/2022	5143		4643 · Capital Landscaping/Hardscape	-\$808.55
Total Melka Landscaping					-\$1,617.10
Michael J. Duffy Co. Inc.					
Check	11/01/2022	5102	11.6.22 From Chicago to Vietnam	4904 · Reimb. - Friends Book Sales	-\$250.00
Total Michael J. Duffy Co. Inc.					-\$250.00
Midwest Tape					
Check	11/01/2022	5108	502766179	4717 · Videos - Adult	-\$167.93
Check	11/01/2022	5108	502799939	4717 · Videos - Adult	-\$92.21
Check	11/01/2022	5108	502831527	4717 · Videos - Adult	-\$55.47
Check	11/01/2022	5109	502776894	4717 · Videos - Adult	-\$59.23
Check	11/01/2022	5109	Pre processing fee	4515 · Technical Services - Supplies	-\$7.96
Check	11/07/2022	5122	502904556	4717 · Videos - Adult	-\$136.44
Total Midwest Tape					-\$519.24
Otis Elevator					
Check	11/29/2022	OTIS PORTAL	12 December Elevator Maintenance	4416 · Maintenance	-\$175.00
Total Otis Elevator					-\$175.00
OverDrive, Inc.					
Check	11/16/2022	5131		4726 · E-Books - Youth	-\$43.99
Total OverDrive, Inc.					-\$43.99
Palos Orland League of Women Voters					
Check	11/22/2022	5138	Check missed in sequence	4900 · Miscellaneous - Reimbursements	\$0.00
Total Palos Orland League of Women Voters					\$0.00
Paylocity Payroll Billing					
Check	11/04/2022	EFT		4412 · Payroll Services	-\$101.47
Check	11/18/2022	EFT		4412 · Payroll Services	-\$249.10
Check	11/29/2022	EFT		4412 · Payroll Services	-\$101.47
Total Paylocity Payroll Billing					-\$452.04
Paylocity Payroll Net					
Check	11/04/2022	EFT		4311 · Salaried Employees	-\$19,508.30
Check	11/04/2022	EFT		4312 · Hourly Employees	-\$4,664.06
Check	11/04/2022	EFT	MM Jewel Cookies	4511 · Public Services - Supplies	-\$6.99
Check	11/04/2022	EFT	JD Target Truck & Treat	4454 · General Programming	-\$49.98
Check	11/04/2022	EFT	JD Target Storytime	4451 · Youth & Teen Programming	-\$15.99
Check	11/04/2022	EFT	SL ILA Conference Parking/Lunch 3 day	4354 · Professional Staff	-\$210.48
Check	11/04/2022	EFT	JB ILA Conference Mileage	4353 · Administrator	-\$82.50
Check	11/04/2022	EFT	JB Amazon Cable for Interactive Space	7001 · Special Reserves Projects	-\$32.36
Check	11/04/2022	EFT	CE ILA Conference Mileage	4354 · Professional Staff	-\$15.25
Check	11/18/2022	EFT		4311 · Salaried Employees	-\$20,385.92
Check	11/18/2022	EFT		4312 · Hourly Employees	-\$4,787.84
Check	11/18/2022	EFT	JK REIMB	4454 · General Programming	-\$8.99
Check	11/29/2022	EFT	Davidson reimb	4451 · Youth & Teen Programming	-\$33.23
Check	11/29/2022	EFT	Matkowski reimb	4452 · Public Services Programming	-\$25.00
Check	11/29/2022	EFT	Rodriguez reimb	4516 · Circulation - Supplies	-\$8.61



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Paylocity Payroll Net (con't)					
Check	11/29/2022	EFT	Rodriguez mileage	4356 · Mileage Reimbursement	-\$43.50
Check	11/29/2022	EFT	Ruszala reimb	4451 · Youth & Teen Programming	-\$149.90
Check	11/29/2022	EFT	Sankey reimb	4516 · Circulation - Supplies	-\$39.99
Check	11/29/2022	EFT		4312 · Hourly Employees	-\$5,036.52
Check	11/29/2022	EFT		4311 · Salaried Employees	-\$20,076.29
Total Paylocity Payroll Net					-\$75,181.70
Paylocity Payroll Taxes					
Check	11/02/2022	EFT		4312 · Hourly Employees	-\$7.62
Check	11/04/2022	EFT		4311 · Salaried Employees	-\$5,824.67
Check	11/04/2022	EFT		4312 · Hourly Employees	-\$927.04
Check	11/04/2022	EFT		4332 · FICA Social Security	-\$2,498.24
Check	11/18/2022	EFT		4311 · Salaried Employees	-\$6,115.51
Check	11/18/2022	EFT		4312 · Hourly Employees	-\$937.06
Check	11/18/2022	EFT		4332 · FICA Social Security	-\$2,600.38
Check	11/29/2022	EFT		4311 · Salaried Employees	-\$6,008.74
Check	11/29/2022	EFT		4312 · Hourly Employees	-\$1,001.92
Check	11/29/2022	EFT		4332 · FICA Social Security	-\$2,592.71
Total Paylocity Payroll Taxes					-\$28,513.89
Peerless Network, Inc					
Check	11/16/2022	5130	1211526	4474 · Telephone/FAX	-\$73.70
Total Peerless Network, Inc					-\$73.70
Product LLC					
Check	11/18/2022	5127	Final Payment YTS Reno	7001 · Special Reserves Projects	-\$2,300.00
Total Product LLC					-\$2,300.00
ProQuest					
Check	11/07/2022	5117	Chicago Tribune 9.1.22 to 8.23.23	4710a · Databases (Adult)	-\$973.35
Total ProQuest					-\$973.35
Pub Trivia					
Check	11/01/2022	5105	11.14.22 Trivia Night Harvest Room	4452 · Public Services Programming	-\$125.00
Total Pub Trivia					-\$125.00
RAILS					
Check	11/18/2022	5128	Illinois Libraries Present	4452 · Public Services Programming	-\$750.00
Total RAILS					-\$750.00
Rivistas, LLC					
Check	11/04/2022	5115	37311 Youth Magazine Renewals	4711 · Periodicals	-\$814.50
Check	11/04/2022	5115	36357 PS Magazine Renewals	4711 · Periodicals	-\$5,971.66
Total Rivistas, LLC					-\$6,786.16
Rochelle Pennington					
Check	11/01/2022	5106	11.29.22 Christmas Gifts	4904 · Reimb. - Friends Book Sales	-\$350.00
Total Rochelle Pennington					-\$350.00
Truty, Marcin					
Check	11/02/2022	ACH MT	Invoice 222-10	4418 · Technology	-\$2,480.00
Total Truty, Marcin					-\$2,480.00
TOTAL CHECKS FOR BOARD APPROVAL					-\$336,136.87



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
NOVEMBER 30, 2022

	GENERAL FUNDS				SPECIAL RESERVE FUNDS		
ACCOUNT	OLD NATIONAL BANK CHECKING EFFECTIVE	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	\$93,688.93	\$223,482.57	\$1,009.46	\$200.00	\$572.09	\$2,515.19	\$321,468.24
Withdrawals	(\$336,136.87)						(\$336,136.87)
Transfers	\$220,000.00	(\$220,000.00)					\$0.00
City Loan	\$143,750.00						\$143,750.00
Deposits							\$0.00
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$4.35	\$101.52	\$2.97	N/A	N/A	\$2.58	\$111.42
ENDING BALANCE	\$121,306.41	\$3,584.09	\$1,012.43	\$200.00	\$572.09	\$2,517.77	\$129,192.79
TOTALS	\$126,102.93				\$3,089.86		\$129,192.79
							TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.26%	3.586%	N/A	N/A	1.26%	

TOTAL FUND BALANCE
\$129,192.79



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: DECEMBER 31, 2022

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$503,049.66		\$503,049.66
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$418.50		\$418.50
» Non Resident Cards	\$350.53		\$350.53
» Miscellaneous	\$142.30		\$142.30
COPIER	\$591.65		\$591.65
GRANTS	\$0.00		\$0.00
INTEREST	\$106.17	\$2.67	\$108.84
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$434.75		\$434.75
» Miscellaneous	\$0.00		\$0.00
» Palos Heights City Loan	\$143,750.00		\$143,750.00
DONATIONS/GIFTS			\$0.00
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$974.23		\$974.23
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
TOTAL REVENUES	\$649,817.79	\$2.67	\$649,820.46
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$69,576.72		\$69,576.72
» Employee Benefits	\$23,744.70		\$23,744.70
» Staff & Board Development	\$183.75		\$183.75
CONTRACTUAL SERVICES	\$11,845.33		\$11,845.33
BUILDING MAINTENANCE	\$2,516.54		\$2,516.54
INSURANCE	\$0.00		\$0.00
UTILITIES	\$4,127.31		\$4,127.31
SUPPLIES	\$881.22		\$881.22
CAPITAL EXPENSES	\$2,629.00		\$2,629.00
MEDIA	\$10,896.45		\$10,896.45
REIMBURSEMENTS	\$2,257.12		\$2,257.12
SR PROJECTS	\$43,893.47	\$0.00	\$43,893.47
TOTAL EXPENDITURES	\$172,551.61	\$0.00	\$172,551.61
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	\$477,266.18	\$2.67	\$477,268.85
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	\$477,266.18	\$2.67	\$477,268.85
FUND BALANCES, BEGINNING OF MONTH	\$126,102.93	\$3,089.86	\$0.00
END OF MONTH	\$603,369.11	\$3,092.53	\$606,461.64



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH DECEMBER 31, 2022

	BUDGETED AMOUNTS			Variance	Balance
	Original	Final	Actual	With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,781,437.16	\$1,781,437.16	\$1,415,328.72	\$366,108.44	79.45%
CORPORATE REPLACEMENT TAX	\$8,400.00	\$8,400.00	\$14,800.81	-\$6,400.81	176.20%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$5,000.00	\$5,000.00	\$2,327.30	\$2,672.70	46.55%
Cards	\$1,500.00	\$1,500.00	\$3,028.09	-\$1,528.09	201.87%
Miscellaneous	\$2,500.00	\$2,500.00	\$1,738.41	\$761.59	69.54%
COPIER	\$5,000.00	\$5,000.00	\$3,365.50	\$1,634.50	67.31%
GRANTS	\$18,459.63	\$18,459.63	\$17,800.30	\$659.33	96.43%
INTEREST	\$239.00	\$239.00	\$4,939.68	-\$4,700.68	2066.81%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$11,112.50	-\$112.50	101.02%
Miscellaneous	\$1,200.00	\$1,200.00	\$442,378.16	-\$441,178.16	36864.85%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$1,110.00	-\$110.00	111.00%
Annual Fundraising	\$30,000.00	\$30,000.00	\$3,956.53	\$26,043.47	13.19%
Planned Giving	\$0.00	\$0.00	\$192,500.00	-\$192,500.00	0.00%
TOTAL REVENUES	\$1,865,735.79	\$1,865,735.79	\$2,114,386.00	-\$248,650.21	113.33%
EXPENDITURES					
PERSONNEL SERVICES					
Operational Salaries	\$914,112.67	\$914,112.67	\$898,929.52	-\$15,183.15	-1.66%
Employee Benefits	\$267,155.98	\$267,155.98	\$264,602.59	-\$2,553.39	-0.96%
Staff & Board Development	\$10,900.00	\$10,900.00	\$8,487.70	-\$2,412.30	-22.13%
CONTRACTUAL SERVICES	\$158,210.37	\$158,210.37	\$158,254.33	\$43.96	0.03%
BUILDING MAINTENANCE	\$42,632.08	\$42,632.08	\$42,628.18	-\$3.90	-0.01%
INSURANCE	\$21,268.50	\$21,268.50	\$21,199.00	-\$69.50	-0.33%
UTILITIES	\$14,236.56	\$14,236.56	\$16,950.40	\$2,713.84	19.06%
SUPPLIES	\$24,340.00	\$24,340.00	\$20,486.35	-\$3,853.65	-15.83%
CAPITAL EXPENSES	\$202,500.00	\$202,500.00	\$15,650.94	-\$186,849.06	-92.27%
MEDIA	\$176,220.00	\$176,220.00	\$158,029.66	-\$18,190.34	-10.32%
REIMBURSEMENTS	\$34,159.63	\$34,159.63	\$38,159.59	\$3,999.96	11.71%
SR PROJECTS	\$1,186,000.00	\$1,186,000.00	\$418,317.77	-\$767,682.23	-64.73%
TOTAL EXPENDITURES	\$3,051,735.79	\$3,051,735.79	\$2,061,696.03	-\$990,039.76	-32.44%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$1,186,000.00	-\$1,186,000.00	\$52,689.97	-\$1,238,689.97	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			\$52,689.97		
FUND BALANCE					
BEGINNING OF YEAR			\$724,385.14		
YTD MONTH ENDING			\$777,075.11		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH DECEMBER 2022

		BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES						
OPERATIONAL SALARIES						
4311	SALARIED EMPLOYEES	\$711,091.59	\$56,976.33	\$712,440.63	-\$1,349.04	-0.19%
4312	HOURLY EMPLOYEES	\$198,021.08	\$12,600.39	\$181,534.50	\$16,486.58	8.33%
4313	ADDITIONAL COMPENSATION	\$5,000.00	\$0.00	\$4,954.39	\$45.61	0.91%
TOTAL OPERATIONAL SALARIES		\$914,112.67	\$69,576.72	\$898,929.52	\$15,183.15	1.66%
EMPLOYEE BENEFITS						
4331	ILL. MUNI. RETIREMENT FUND	\$80,221.72	\$8,869.19	\$78,838.14	\$1,383.58	1.72%
4332	SOCIAL SECURITY - FICA	\$69,547.12	\$5,091.31	\$67,444.76	\$2,102.36	3.02%
4333	INSURANCE	\$116,387.14	\$9,784.20	\$118,319.69	-\$1,932.55	-1.66%
4334	CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS		\$267,155.98	\$23,744.70	\$264,602.59	\$2,553.39	0.96%
STAFF & BOARD DEVELOPMENT						
4351	MEMBERSHIP FEES	\$2,400.00	\$0.00	\$2,539.00	-\$139.00	-5.79%
4352	BOARD DEVELOPMENT	\$800.00	\$0.00	\$778.99	\$21.01	2.63%
4353	ADMINISTRATOR	\$500.00	\$0.00	\$652.39	-\$152.39	-30.48%
4354	PROFESSIONAL STAFF	\$5,000.00	\$150.00	\$3,213.37	\$1,786.63	35.73%
4355	SUPPORT STAFF	\$1,000.00	\$0.00	\$899.63	\$100.37	10.04%
4356	MILEAGE REIMBURSEMENT	\$1,200.00	\$33.75	\$404.32	\$795.68	66.31%
TOTAL STAFF & BOARD DEVELOPMENT		\$10,900.00	\$183.75	\$8,487.70	\$2,412.30	22.13%
GROUP TOTAL PERSONNEL SERVICES		\$1,192,168.65	\$93,505.17	\$1,172,019.81	\$20,148.84	1.69%
CONTRACTUAL SERVICES						
PROFESSIONAL SERVICES						
4361	AUDIT FEES	\$6,640.00	\$0.00	\$6,640.00	\$0.00	0.00%
4362	LEGAL FEES	\$2,200.00	\$0.00	\$1,558.00	\$642.00	29.18%
4363	PROFESSIONAL FEES	\$500.00	\$0.00	\$669.63	-\$169.63	-33.93%
4364	APPRAISAL	\$575.00	\$0.00	\$0.00	\$575.00	100.00%
4365	ACCOUNTANT	\$3,780.00	\$350.00	\$4,400.00	-\$620.00	-16.40%
TOTAL PROFESSIONAL SERVICES		\$13,695.00	\$350.00	\$13,267.63	\$427.37	3.12%
OUTSIDE SERVICES						
4412	PAYROLL SERVICES	\$4,000.00	\$355.37	\$4,607.26	-\$607.26	-15.18%
4414	ALARM	\$3,650.00	\$744.00	\$3,763.00	-\$113.00	-3.10%
4416	MAINTENANCE	\$39,000.00	\$5,828.00	\$37,433.17	\$1,566.83	4.02%
4417	SWAN	\$24,800.00	\$0.00	\$26,998.96	-\$2,198.96	-8.87%
4418	TECHNOLOGY	\$31,540.37	\$0.00	\$32,035.37	-\$495.00	-1.57%
TOTAL OUTSIDE SERVICES		\$102,990.37	\$6,927.37	\$104,837.76	-\$1,847.39	-1.79%
PRINTING						
4421	NEWSPAPER/ADVERTISING NOTICES	\$250.00	\$0.00	\$0.00	\$250.00	100.00%
4424	NEWSLETTER PRINTING	\$16,275.00	\$2,987.80	\$17,303.97	-\$1,028.97	-6.32%
TOTAL PRINTING		\$16,525.00	\$2,987.80	\$17,303.97	-\$778.97	-4.71%
PROGRAMMING						
4451	YOUTH & TEEN PROGRAMMING	\$7,000.00	\$361.85	\$6,649.11	\$350.89	5.01%
4452	PUBLIC SERVICES PROGRAMMING	\$9,000.00	\$226.84	\$7,421.05	\$1,578.95	17.54%
4454	GENERAL PROGRAMMING	\$6,000.00	\$991.47	\$5,880.47	\$119.53	1.99%
TOTAL PROGRAMMING		\$22,000.00	\$1,580.16	\$19,950.63	\$2,049.37	9.32%
PUBLIC RELATIONS						
4461	Public Relations	\$3,000.00	\$0.00	\$2,894.34	\$105.66	3.52%
TOTAL PUBLIC RELATIONS		\$3,000.00	\$0.00	\$2,894.34	\$105.66	3.52%
GROUP TOTAL CONTRACTUAL SERVICES		\$158,210.37	\$11,845.33	\$158,254.33	-\$43.96	-0.03%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH DECEMBER 2022

	BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$756.00	\$64.90	\$778.80	-\$22.80	-3.02%
4432 HEATING/COOLING SERVICE	\$12,000.00	\$0.00	\$11,238.00	\$762.00	6.35%
4434 BUILDING REPAIRS	\$9,000.00	\$276.10	\$9,384.62	-\$384.62	-4.27%
4436 LAWN MAINTENANCE	\$6,500.00	\$0.00	\$7,278.85	-\$778.85	-11.98%
4437 SNOW REMOVAL	\$6,178.68	\$1,544.00	\$6,131.68	\$47.00	0.76%
TOTAL REPAIRS & MAINTENANCE	\$34,434.68	\$1,885.00	\$34,811.95	-\$377.27	-1.10%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,957.40	\$631.54	\$7,578.48	\$378.92	4.76%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$237.75	\$2.25	0.94%
TOTAL EQUIPMENT MAINTENANCE	\$8,197.40	\$631.54	\$7,816.23	\$381.17	4.65%
GROUP TOTAL BUILDING MAINTENANCE	\$42,632.08	\$2,516.54	\$42,628.18	\$3.90	0.01%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRiCC	\$19,040.40	\$0.00	\$19,255.00	-\$214.60	-1.13%
4443 DISABILITY (WORKMEN'S COMP)	\$2,228.10	\$0.00	\$1,944.00	\$284.10	12.75%
GROUP TOTAL INSURANCE	\$21,268.50	\$0.00	\$21,199.00	\$69.50	0.33%
UTILITIES					
4472 WATER	\$2,000.00	\$163.65	\$2,463.48	-\$463.48	-23.17%
4473 GAS	\$1,700.00	\$2,633.66	\$2,633.66	-\$933.66	-54.92%
4474 TELEPHONE/FAX	\$2,150.00	\$276.98	\$2,207.08	-\$57.08	-2.65%
4475 INTERNET/LOCAL AREA NET	\$8,386.56	\$1,053.02	\$9,646.18	-\$1,259.62	-15.02%
GROUP TOTAL UTILITIES	\$14,236.56	\$4,127.31	\$16,950.40	-\$2,713.84	-19.06%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$0.00	\$892.08	\$107.92	10.79%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$0.00	\$901.26	\$598.74	39.92%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$0.00	\$1,507.23	\$1,692.77	52.90%
4515 TECHNICAL SERVICES SUPPLIES	\$5,000.00	\$11.94	\$4,332.28	\$667.72	13.35%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$0.00	\$3,145.22	-\$95.22	-3.12%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$44.99	\$544.46	\$455.54	45.55%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$73.90	\$1,162.69	\$37.31	3.11%
TOTAL OFFICE SUPPLIES	\$15,950.00	\$130.83	\$12,485.22	\$3,464.78	21.72%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$95.22	\$3,877.28	\$572.72	12.87%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$95.22	\$3,877.28	\$572.72	12.87%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$700.00	\$63.68	\$392.36	\$307.64	43.95%
4553 BULK FEES & PERMITS	\$3,240.00	\$591.49	\$3,731.49	-\$491.49	-15.17%
TOTAL OFFICE EXPENSE	\$3,940.00	\$655.17	\$4,123.85	-\$183.85	-4.67%
GROUP TOTAL SUPPLIES	\$24,340.00	\$881.22	\$20,486.35	\$3,853.65	15.83%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH DECEMBER 2022

	BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
CAPITAL EXPENSES					
CAPITAL EQUIPMENT					
4611 FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4612 LIBRARY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4614 OTHER EQUIP./COMPUTERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL CAPITAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BUILDING/ FACILITY IMPROVEMENTS					
4641 BUILDING IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4642 FACILITY IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4643 LANDSCAPING/HARDSCAPE	\$2,500.00	\$309.00	\$2,032.94	\$467.06	18.68%
GROUP TOTAL BUILDING/FACILITY IMPROVEMENTS	\$2,500.00	\$309.00	\$2,032.94	\$467.06	18.68%
SPECIAL RESERVES REPLENISHMENT					
4631 SPECIAL RESERVES REPLENISHMENT	\$200,000.00	\$2,320.00	\$13,618.00	\$186,382.00	93.19%
SPECIAL RESERVES REPLENISHMENT	\$200,000.00	\$2,320.00	\$13,618.00	\$186,382.00	93.19%
GROUP TOTAL CAPITAL EXPENSES	\$202,500.00	\$2,629.00	\$15,650.94	\$186,849.06	92.27%
MEDIA -LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$27,000.00	\$195.00	\$26,808.29	\$191.71	0.71%
4710B DATABASES -Youth	\$6,000.00	\$0.00	\$4,274.00	\$1,726.00	28.77%
4711 PERIODICALS	\$14,500.00	\$38.23	\$9,873.68	\$4,626.32	31.91%
4712 CONTINUATIONS	\$600.00	\$0.00	\$858.20	-\$258.20	-43.03%
4714 LARGE PRINT	\$5,500.00	\$401.46	\$5,157.63	\$342.37	6.22%
4715 BOOKS - Adult	\$32,300.00	\$1,156.03	\$29,604.92	\$2,695.08	8.34%
4716 BOOKS - Youth	\$33,000.00	\$2,237.62	\$28,787.50	\$4,212.50	12.77%
4717 VIDEOS - Adult	\$4,500.00	\$325.35	\$4,336.10	\$163.90	3.64%
4718 VIDEOS - Youth	\$2,500.00	\$282.61	\$561.48	\$1,938.52	77.54%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$112.72	\$1,999.55	\$0.45	0.02%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$2,209.71	\$2,915.31	\$334.69	10.30%
4721 SOFTWARE	\$9,000.00	\$685.98	\$9,543.30	-\$543.30	-6.04%
4722 REALIA	\$300.00	\$0.00	\$300.00	\$0.00	0.00%
4723A VIDEO GAMES - Youth	\$1,300.00	\$98.80	\$1,183.19	\$116.81	8.99%
4724 MUSIC - Adult	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
4725A E-BOOKS - Adult	\$10,000.00	\$1,764.22	\$10,128.44	-\$128.44	-1.28%
4725B E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,388.72	\$11,231.47	\$1,768.53	13.60%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$3,101.60	\$398.40	11.38%
4727 DOWNLOADABLE MUSIC/MOVIES	\$7,770.00	\$0.00	\$7,365.00	\$405.00	5.21%
GROUP TOTAL MEDIA	\$176,220.00	\$10,896.45	\$158,029.66	\$18,190.34	10.32%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$1,200.00	\$0.00	\$3,278.26	-\$2,078.26	-173.19%
4902 PER CAPITA / OTHER GRANTS	\$18,459.63	\$0.00	\$17,800.30	\$659.33	3.57%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$2,193.81	\$9,268.15	\$1,731.85	15.74%
4906a RESTRICTED DONATIONS	\$1,000.00	\$63.31	\$7,758.93	-\$6,758.93	-675.89%
4906b FUNDRAISING / DONATIONS	\$2,500.00	\$0.00	\$53.95	\$2,446.05	97.84%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$34,159.63	\$2,257.12	\$38,159.59	-\$3,999.96	-11.71%
TOTAL EXPENDITURES	\$1,865,735.79	\$128,658.14	\$1,643,378.26	\$222,357.53	11.92%
7001 SPECIAL RESERVE - PROJECTS	\$1,186,000.00	\$43,893.47	\$418,317.77	\$767,682.23	64.73%
TOTAL EXPENDITURES	\$3,051,735.79	\$172,551.61	\$2,061,696.03	\$990,039.76	32.44%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Adducci Vega Financial Group, LLC					
Check	12/12/2022	5137	10 Oct Bank Reconciliation	4365 · Accountant	-\$350.00
Total Adducci Vega Financial Group, LLC					-\$350.00
Amazon					
Check	12/12/2022	AMAZON POR	Creamer	4519 · Hospitality - Supplies	-\$14.92
Check	12/12/2022	AMAZON POR	Bernth/Cimarolli	4906a · Reimb. - Restricted Donations	-\$29.93
Check	12/12/2022	AMAZON POR	paper towels	4541 · Maintenance/Cleaning Supplies	-\$64.58
Check	12/12/2022	AMAZON POR	Holiday Party	4454 · General Programming	\$0.85
Check	12/12/2022	AMAZON POR	Holiday Party	4454 · General Programming	\$0.65
Check	12/12/2022	AMAZON POR	Tea & Towels	4519 · Hospitality - Supplies	-\$58.98
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	4451 · Youth & Teen Programming	-\$44.99
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	7001 · Special Reserves Projects	-\$89.95
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	4723B · Video Games - Youth	\$0.08
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	4723B · Video Games - Youth	-\$98.88
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	4451 · Youth & Teen Programming	\$59.80
Check	12/12/2022	AMAZON POR	Holiay Party	4454 · General Programming	\$3.94
Check	12/12/2022	AMAZON POR	Holiday Part	4454 · General Programming	\$0.41
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	4541 · Maintenance/Cleaning Supplies	\$44.98
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	4541 · Maintenance/Cleaning Supplies	-\$75.62
Check	12/12/2022	AMAZON POR	holiday party	4454 · General Programming	-\$303.41
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	7001 · Special Reserves Projects	-\$47.97
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	7001 · Special Reserves Projects	-\$44.30
Check	12/28/2022	AMAZON POR	PHWC/SODER	4906a · Reimb. - Restricted Donations	-\$33.38
Check	12/28/2022	AMAZON POR	YTS RENOV. Clocks/headphones	7001 · Special Reserves Projects	-\$133.46
Check	12/28/2022	AMAZON POR	YTS RENOV Credit	7001 · Special Reserves Projects	\$39.99
Total Amazon					-\$889.67
Anderson Pest Solutions					
Check	12/12/2022	5154	12 December Pest Control Inv.	4431 · Pest Control	-\$64.90
Total Anderson Pest Solutions					-\$64.90
At&T - Fiber Line					
Check	12/07/2022	5148	Erate Discount	4475 · Internet	\$351.01
Check	12/07/2022	5148	250 Mbps fiber	4475 · Internet	-\$877.52
Check	12/27/2022	ATT PORTAL	831-000-9111-787	4475 · Internet	-\$877.52
Check	12/27/2022	ATT PORTAL	ERATE DISCOUNT	4475 · Internet	\$351.01
Total At&T - Fiber Line					-\$1,053.02
Baker & Taylor L4382582 Adult Audio					
Check	12/12/2022	BT Portal	L5346512	4719 · Audiobooks/Playaways - Adult	-\$112.72
Total Baker & Taylor L4382582 Adult Audio					-\$112.72
Baker & Taylor L5040682 Adult Books					
Check	12/12/2022	BT Portal	L5040682	4715 · Books - Adult	-\$1,040.23
Check	12/21/2022	BT PORTAL	20237203265	4715 · Books - Adult	-\$58.02
Check	12/21/2022	BT PORTAL	20237182503	4715 · Books - Adult	-\$57.78
Total Baker & Taylor L5040682 Adult Books					-\$1,156.03
Baker & Taylor L5346512 Youth Books					
Check	12/12/2022	BT Portal	L5346512	4716 · Books - Youth	-\$1,946.00
Check	12/12/2022	BT Portal	L534651	4716 · Books - Youth	-\$22.68
Check	12/19/2022	BT PORTAL	2037198726	4716 · Books - Youth	-\$109.57
Check	12/19/2022	BT PORTAL	2037187847	4716 · Books - Youth	-\$10.78
Total Baker & Taylor L5346512 Youth Books					-\$2,089.03
Breeze Creative					
Check	12/20/2022	ACH	2023 Subscriptions	7001 · Special Reserves Projects	-\$1,176.00
Total Breeze Creative					-\$1,176.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
CENGAGE/Gale Learning					
Check	12/12/2022	5161	76932711	4714 · Large Print Books	-\$88.77
Check	12/12/2022	5161	79638099	4714 · Large Print Books	-\$90.37
Check	12/12/2022	5161	79646833	4714 · Large Print Books	-\$28.79
Check	12/12/2022	5161	79664442	4714 · Large Print Books	-\$83.17
Check	12/12/2022	5161	79689797	4714 · Large Print Books	-\$55.98
Check	12/28/2022	5175	79674715	4714 · Large Print Books	-\$54.38
Total CENGAGE/Gale Learning					-\$401.46
Children's Plus Inc.					
Check	12/12/2022	5162		4716 · Books - Youth	-\$148.59
Total Children's Plus Inc.					-\$148.59
CIT					
Check	12/12/2022	5173	Copier Lease Month 29 of 63	4531 · Copier	-\$631.54
Total CIT					-\$631.54
City of Palos Hts. - Water Bill					
Check	12/19/2022	5165	4-2501033-00	4472 · Water	-\$163.65
Total City of Palos Hts. - Water Bill					-\$163.65
Cosmopolitan Building Services					
Check	12/01/2022	5145	11 November Janitorial Services	4416 · Maintenance	-\$2,722.50
Check	12/27/2022	5174		4416 · Maintenance	-\$2,722.50
Total Cosmopolitan Building Services					-\$5,445.00
Everest Snow Management, Inc.					
Check	12/01/2022	5146	Snow Contract payment 3 of 4	4437 · Snow Removal	-\$1,544.00
Total Everest Snow Management, Inc.					-\$1,544.00
Findaway World LLC					
Check	12/12/2022	5164		4720 · Audiobooks/Playaways - Youth	-\$2,209.71
Total Findaway World LLC					-\$2,209.71
First Midwest Bank - Visa					
Check	12/07/2022	VISA PORTAL	DUO	4721 · Software	-\$90.00
Check	12/07/2022	VISA PORTAL	Armodilo OPAC Mounts	7001 · Special Reserves Projects	-\$573.08
Check	12/07/2022	VISA PORTAL	11 November Spotify	4451 · Youth & Teen Programming	-\$9.99
Check	12/07/2022	VISA PORTAL	11 November Sip.US	4474 · Telephone/FAX	-\$56.81
Check	12/07/2022	VISA PORTAL	Stamps.com	4551 · Postage & Handling	-\$17.99
Check	12/07/2022	VISA PORTAL	ProFlowers	4454 · General Programming	-\$80.98
Check	12/07/2022	VISA PORTAL	Evite Holiday Party	4454 · General Programming	-\$28.04
Check	12/07/2022	VISA PORTAL	11 Nov cell phone monthly fee	4474 · Telephone/FAX	-\$26.70
Check	12/07/2022	VISA PORTAL	Veterans Day Treats	4454 · General Programming	-\$12.15
Check	12/07/2022	VISA PORTAL	Train Station Rack	4904 · Reimb. - Friends Book Sales	-\$288.94
Check	12/07/2022	VISA PORTAL	Meetup	4721 · Software	-\$98.94
Check	12/07/2022	VISA PORTAL	Godaddy	4721 · Software	-\$51.16
Check	12/07/2022	VISA PORTAL	CreativeBug	4721 · Software	-\$7.95
Check	12/07/2022	VISA PORTAL	Adobe	4721 · Software	-\$29.99
Check	12/07/2022	VISA PORTAL	Zoom	4721 · Software	-\$140.00
Check	12/28/2022	VISA PORTAL	DUO	4721 · Software	-\$90.00
Check	12/28/2022	VISA PORTAL	Relaible Fire Safety	4434 · Building Repairs	-\$276.10
Check	12/28/2022	VISA PORTAL	12 December Spotify	4451 · Youth & Teen Programming	-\$9.99
Check	12/28/2022	VISA PORTAL	Sip.US	4474 · Telephone/FAX	-\$86.24
Check	12/28/2022	VISA PORTAL	Stamps.com	4551 · Postage & Handling	-\$17.99
Check	12/28/2022	VISA PORTAL	Paint the Town Program	4451 · Youth & Teen Programming	-\$212.18
Check	12/28/2022	VISA PORTAL	Staff Holiday Party	4454 · General Programming	-\$62.83
Check	12/28/2022	VISA PORTAL	12 Dec monthly cell phone fee	4474 · Telephone/FAX	-\$33.53
Check	12/28/2022	VISA PORTAL	Click n ship	4551 · Postage & Handling	-\$13.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
First Midwest Bank - Visa (con't)					
Check	12/28/2022	VISA PORTAL	Homer Tree Care	4643 · Capital Landscaping/Hardscape	-\$309.00
Check	12/28/2022	VISA PORTAL	Creative Bug	4721 · Software	-\$7.95
Check	12/28/2022	VISA PORTAL	Adobe	4721 · Software	-\$29.99
Check	12/28/2022	VISA PORTAL	Zoom	4721 · Software	-\$140.00
Total First Midwest Bank - Visa					-\$2,801.52
Grasso Graphics					
Check	12/29/2022	5176	Jan/Feb Newsletters	4424 · Newsletter Printing	-\$2,987.80
Total Grasso Graphics					-\$2,987.80
Hallet Movers					
Check	12/12/2022	5153	Final YTS Reno Moving	7001 · Special Reserves Projects	-\$17,004.00
Total Hallet Movers					-\$17,004.00
IMRF					
Check	12/28/2022	EFT		4331 · IMRF III. Muni. Ret. Fund	-\$8,869.19
Check	12/28/2022	EFT		2055 · Employee Paid Vol. IMRF	-\$1,318.88
Check	12/28/2022	EFT		2054 · PT -Employee Contribution IMRF	-\$110.14
Check	12/28/2022	EFT		2053 · FT- Employee Contribution IMRF	-\$3,626.84
Total IMRF					-\$13,925.05
Independent Construction Services					
Check	12/03/2022	5147	December Invoice	7001 · Special Reserves Projects	-\$1,744.75
Total Independent Construction Services					-\$1,744.75
John Yerkes & Sons Inc					
Check	12/19/2022	5170	October 22	4416 · Maintenance	-\$208.00
Total John Yerkes & Sons Inc					-\$208.00
LACONI					
Check	12/08/2022	5150	2023 Institutional Membership	4354 · Professional Staff	-\$150.00
Total LACONI					-\$150.00
Libraries First					
Check	12/12/2022	5156	Museum Adventure Pass	4710a · Databases (Adult)	-\$195.00
Total Libraries First					-\$195.00
LIMRiCC-Employees					
Check	12/07/2022	ACH LIM	12 December employee health	4333 · Insurance	-\$9,784.20
Check	12/07/2022	ACH LIM	12 December employee health	2050 · Employee Paid LIMRiCC	-\$905.00
Check	12/07/2022	ACH LIM	12 December employee health	2050 · Employee Paid LIMRiCC	-\$442.65
Total LIMRiCC-Employees					-\$11,131.85
Lo Destro Construction Company					
Check	12/20/2022	23011	PA 7 September 22	7001 · Special Reserves Projects	-\$23,119.95
Total Lo Destro Construction Company					-\$23,119.95
Melka Landscaping					
Check	12/12/2022	5155	Holiday Decorations	4904 · Reimb. - Friends Book Sales	-\$1,904.87
Total Melka Landscaping					-\$1,904.87
Midwest Tape					
Check	12/12/2022	5159	502931400	4717 · Videos - Adult	-\$48.72
Check	12/12/2022	5159	502964656	4717 · Videos - Adult	-\$32.98
Check	12/12/2022	5159	502910594	4717 · Videos - Adult	-\$52.48
Check	12/12/2022	5159	502946392	4515 · Technical Services - Supplies	-\$3.98
Check	12/12/2022	5159	502931402	4718 · Videos - Youth	-\$231.64
Check	12/12/2022	5159	502964658	4718 · Videos - Youth	-\$14.99
Check	12/12/2022	5159	502995510	4718 · Videos - Youth	-\$12.74
Check	12/12/2022	5159	503035277	4718 · Videos - Youth	-\$23.24
Check	12/12/2022	5159	502946392	4717 · Videos - Adult	-\$29.24
Check	12/12/2022	5159	502910594	4515 · Technical Services - Supplies	-\$7.96



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Midwest Tape (con't)					
Check	12/19/2022	5166	503063304	4717 · Videos - Adult	-\$20.24
Check	12/19/2022	5169	503092770	4717 · Videos - Adult	-\$141.69
Total Midwest Tape					-\$619.90
NICOR					
Check	12/20/2022	5172	1006234137 4	4473 · Gas	-\$2,633.66
Total NICOR					-\$2,633.66
Otis Elevator					
Check	12/28/2022	OTIS PORTAL	Contract: 45900 CYS05423E	4416 · Maintenance	-\$175.00
Total Otis Elevator					-\$175.00
OverDrive, Inc.					
Check	12/19/2022	5167	01658CO22448121	4725A · E-Books - Adult	-\$1,764.22
Check	12/19/2022	5168	01658CO22448117	4725B · E-Audiobooks - Adult	-\$1,388.72
Total OverDrive, Inc.					-\$3,152.94
Fetcho, Audrey					
Check	12/30/2022	10395	Live Payroll Check	4312 · Hourly Employees	-\$223.43
Total Fetcho, Audrey					-\$223.43
Paylocity Payroll Billing					
Check	12/16/2022	EFT		4412 · Payroll Services	-\$179.02
Check	12/30/2022	EFT		4412 · Payroll Services	-\$176.35
Total Paylocity Payroll Billing					-\$355.37
Paylocity Payroll Net					
Check	12/16/2022	EFT		4311 · Salaried Employees	-\$19,450.94
Check	12/16/2022	EFT		4312 · Hourly Employees	-\$5,308.53
Check	12/16/2022	EFT	Stevens reimb	4452 · Public Services Programming	-\$41.59
Check	12/16/2022	EFT	Blazek reimb	4454 · General Programming	-\$400.67
Check	12/16/2022	EFT	Kacmar reimb	4551 · Postage & Handling	-\$4.80
Check	12/16/2022	EFT	Kacmar reimb	4452 · Public Services Programming	-\$40.75
Check	12/16/2022	EFT	Kacmar reimb	4518 · Local History - Supplies	-\$44.99
Check	12/16/2022	EFT	Rodriguez reimb	4454 · General Programming	-\$109.24
Check	12/30/2022	EFT		4311 · Salaried Employees	-\$19,580.41
Check	12/30/2022	EFT		4311 · Salaried Employees	\$33.75
Check	12/30/2022	EFT		4312 · Hourly Employees	-\$5,156.42
Check	12/30/2022	EFT		4356 · Mileage Reimbursement	-\$33.75
Check	12/30/2022	EFT	FETCHO PAPER CHECK 10395	4312 · Hourly Employees	\$223.43
Total Paylocity Payroll Net					-\$49,914.91
Paylocity Payroll Taxes					
Check	12/16/2022	EFT		4311 · Salaried Employees	-\$5,807.51
Check	12/16/2022	EFT		4312 · Hourly Employees	-\$1,026.84
Check	12/16/2022	EFT		4332 · FICA Social Security	-\$2,545.82
Check	12/30/2022	ACH		4311 · Salaried Employees	-\$5,877.85
Check	12/30/2022	ACH		4312 · Hourly Employees	-\$998.46
Check	12/30/2022	ACH		4332 · FICA Social Security	-\$2,545.49
Total Paylocity Payroll Taxes					-\$18,801.97
Peerless Network, Inc					
Check	12/14/2022	5160	1211526	4474 · Telephone/FAX	-\$73.70
Total Peerless Network, Inc					-\$73.70
Quality Alarm System, Inc.					
Check	12/12/2022	5151	CSID 103488	4414 · Alarm	-\$744.00
Total Quality Alarm System, Inc.					-\$744.00



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
DECEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
SWANK					
Check	12/07/2022	5149		4451 · Youth & Teen Programming	-\$144.50
Check	12/07/2022	5149		4452 · Public Services Programming	-\$144.50
Total SWANK					-\$289.00
Taste of Home Books					
Check	12/12/2022	5157	2023 Annual Subscription	4711 · Periodicals	-\$38.23
Total Taste of Home Books					-\$38.23
Truty, Marcin					
Check	12/12/2022	ACH	December Invoice	4631 · Special Reserves Replenishment	-\$2,320.00
Total Truty, Marcin					-\$2,320.00
U.S. Postal Service					
Check	12/02/2022	PAYPAL	Fetcho Employment Docs	4551 · Postage & Handling	-\$9.90
Check	12/27/2022	23012	4553	4553 · Bulk Fees & Permits	-\$591.49
Total U.S. Postal Service					-\$601.39
TOTAL CHECKS FOR BOARD APPROVAL					-\$172,551.61



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
DECEMBER 31, 2022

	GENERAL FUNDS				SPECIAL RESERVE FUNDS		
ACCOUNT	OLD NATIONAL BANK CHECKING EFFECTIVE	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	\$121,306.41	\$3,584.09	\$1,012.43	\$200.00	\$572.09	\$2,517.77	\$129,192.79
Withdrawals	(\$172,551.61)						(\$172,551.61)
Transfers	\$200,000.00	(\$200,000.00)					\$0.00
City Loan	\$143,750.00						\$143,750.00
Deposits	\$837.53	\$45,851.17					\$505,961.62
	\$1,249.55	\$39,993.55					
	\$824.88	\$0.04					
		\$131,890.34					
		\$2,075.85					
		\$55,015.09					
		\$220,874.27					
		\$7,349.35					
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$4.57	\$98.25	\$3.35	N/A	N/A	267.00%	\$108.84
ENDING BALANCE	\$295,421.33	\$306,732.00	\$1,015.78	\$200.00	\$572.09	\$2,520.44	\$606,461.64
TOTALS	\$603,369.11				\$3,092.53		\$606,461.64
							TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.26%	3.933%	N/A	N/A	1.26%	

TOTAL FUND BALANCE
\$606,461.64