



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
March 16, 2023

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	FEBRUARY	\$144,999.46	6.1 to 6.6
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	2/28/2023	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: FEBRUARY 28, 2023

	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	\$535.03		\$535.03
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$1,009.48		\$1,009.48
COPIER	\$482.10		\$482.10
GRANTS	\$0.00		\$0.00
INTEREST	\$594.54	\$2.42	\$596.96
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$4,298.40		\$4,298.40
» Miscellaneous	\$524.95		\$524.95
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	\$7,444.50	\$2.42	\$7,446.92
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$72,233.17		\$72,233.17
» Employee Benefits	\$22,568.99		\$22,568.99
» Staff & Board Development	\$481.41		\$481.41
CONTRACTUAL SERVICES	\$7,532.78		\$7,532.78
BUILDING MAINTENANCE	\$1,459.61		\$1,459.61
INSURANCE	\$0.00		\$0.00
UTILITIES	\$406.15		\$406.15
SUPPLIES	\$3,630.93		\$3,630.93
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$7,162.29		\$7,162.29
REIMBURSEMENTS	\$5,442.00		\$5,442.00
SR PROJECTS	\$24,082.13		\$24,082.13
TOTAL EXPENDITURES	\$144,999.46	\$0.00	\$144,999.46
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$137,554.96	\$2.42	-\$137,552.54
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	-\$137,554.96	\$2.42	-\$137,552.54
FUND BALANCES, BEGINNING OF MONTH	\$734,050.69	\$3,095.21	\$0.00
END OF MONTH	\$596,495.73	\$3,097.63	\$599,593.36



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH FEBRUARY 28, 2023

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	
REVENUES					
PROPERTY TAXES	\$2,437,109.03	\$2,437,109.03	\$333,126.94	\$2,103,982.09	13.67%
CORPORATE REPLACEMENT TAX	\$12,000.00	\$12,000.00	\$29,946.67	-\$17,946.67	249.56%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$578.47	\$1,921.53	23.14%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	0.00%
Miscellaneous	\$2,200.00	\$2,200.00	\$1,135.45	\$1,064.55	51.61%
COPIER	\$4,000.00	\$4,000.00	\$774.00	\$3,226.00	19.35%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$3,115.00	\$3,115.00	\$1,209.20	\$1,905.80	38.82%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$5,136.96	\$5,863.04	46.70%
Miscellaneous	\$5,000.00	\$5,000.00	\$524.95	\$4,475.05	10.50%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
Annual Fundraising	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
TOTAL REVENUES	\$2,527,524.33	\$2,527,524.33	\$372,432.64	\$2,155,091.69	14.74%
EXPENDITURES					
PERSONNEL SERVICES					
Operational Salaries	\$925,004.53	\$925,004.53	\$143,105.22	-\$781,899.31	-84.53%
Employee Benefits	\$269,144.00	\$269,144.00	\$44,123.36	-\$225,020.64	-83.61%
Staff & Board Development	\$10,500.00	\$10,500.00	\$556.29	-\$9,943.71	-94.70%
CONTRACTUAL SERVICES	\$180,400.05	\$180,400.05	\$20,570.91	-\$159,829.14	-88.60%
BUILDING MAINTENANCE	\$43,539.20	\$43,539.20	\$3,888.32	-\$39,650.88	-91.07%
INSURANCE	\$24,222.00	\$24,222.00	\$20,264.05	-\$3,957.95	-16.34%
UTILITIES	\$13,750.00	\$13,750.00	\$1,101.17	-\$12,648.83	-91.99%
SUPPLIES	\$25,638.25	\$25,638.25	\$3,990.92	-\$21,647.33	-84.43%
CAPITAL EXPENSES	\$778,000.00	\$778,000.00	\$0.00	-\$778,000.00	-100.00%
MEDIA	\$175,815.00	\$175,815.00	\$25,044.43	-\$150,770.57	-85.76%
REIMBURSEMENTS	\$34,800.30	\$34,800.30	\$8,962.00	-\$25,838.30	-74.25%
SR PROJECTS	\$46,711.00	\$46,711.00	\$110,266.54	\$63,555.54	136.06%
TOTAL EXPENDITURES	\$2,527,524.33	\$2,527,524.33	\$381,873.21	-\$2,145,651.12	-84.89%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	-\$9,440.57	\$9,440.57	
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			-\$9,440.57		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$593,928.54		
			-\$734,050.69		



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF FEBRUARY 2023

	BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$727,971.95	\$58,010.44	\$115,990.11	\$611,981.84	84.07%
4312 HOURLY EMPLOYEES	\$191,532.58	\$14,222.73	\$27,115.11	\$164,417.47	85.84%
4313 ADDITIONAL COMPENSATION	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%
TOTAL OPERATIONAL SALARIES	\$925,004.53	\$72,233.17	\$143,105.22	\$781,899.31	84.53%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$68,192.80	\$5,431.28	\$10,895.17	\$57,297.63	84.02%
4332 SOCIAL SECURITY - FICA	\$70,342.10	\$5,408.91	\$10,747.19	\$59,594.91	84.72%
4333 INSURANCE	\$129,609.10	\$11,728.80	\$22,481.00	\$107,128.10	82.65%
4334 CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$269,144.00	\$22,568.99	\$44,123.36	\$225,020.64	83.61%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$0.00	\$50.00	\$2,150.00	97.73%
4352 BOARD DEVELOPMENT	\$800.00	\$30.00	\$30.00	\$770.00	96.25%
4353 ADMINISTRATOR	\$500.00	\$15.00	\$15.00	\$485.00	97.00%
4354 PROFESSIONAL STAFF	\$5,000.00	\$394.00	\$394.00	\$4,606.00	92.12%
4355 SUPPORT STAFF	\$1,000.00	\$32.58	\$32.58	\$967.42	96.74%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$9.83	\$34.71	\$965.29	96.53%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$481.41	\$556.29	\$9,943.71	94.70%
GROUP TOTAL PERSONNEL SERVICES	\$1,204,648.53	\$95,283.57	\$187,784.87	\$1,016,863.66	84.41%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$6,830.00	\$0.00	\$0.00	\$6,830.00	100.00%
4362 LEGAL FEES	\$2,000.00	\$383.30	\$383.30	\$1,616.70	80.84%
4363 PROFESSIONAL FEES	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4364 APPRAISAL	\$3,500.00	\$575.00	\$575.00	\$2,925.00	83.57%
4365 ACCOUNTANT	\$4,410.00	\$125.00	\$475.00	\$3,935.00	89.23%
TOTAL PROFESSIONAL SERVICES	\$20,240.00	\$1,083.30	\$1,433.30	\$18,806.70	92.92%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$629.06	\$991.09	\$3,808.91	79.35%
4414 ALARM	\$3,226.00	\$246.00	\$246.00	\$2,980.00	92.37%
4416 MAINTENANCE	\$39,000.00	\$3,387.44	\$6,679.94	\$32,320.06	82.87%
4417 SWAN	\$28,619.00	\$0.00	\$7,154.75	\$21,464.25	75.00%
4418 TECHNOLOGY	\$32,000.00	\$135.00	\$355.54	\$31,644.46	98.89%
TOTAL OUTSIDE SERVICES	\$107,645.00	\$4,397.50	\$15,427.32	\$92,217.68	85.67%
PRINTING					
4424 NEWSLETTER PRINTING	\$17,515.05	\$0.00	\$0.00	\$17,515.05	100.00%
TOTAL PRINTING	\$17,515.05	\$0.00	\$0.00	\$17,515.05	100.00%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$411.11	\$718.04	\$9,281.96	92.82%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$1,279.00	\$1,879.00	\$11,121.00	85.55%
4454 GENERAL PROGRAMMING	\$9,000.00	\$195.55	\$946.93	\$8,053.07	89.48%
TOTAL PROGRAMMING	\$32,000.00	\$1,885.66	\$3,543.97	\$28,456.03	88.93%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$166.32	\$166.32	\$2,833.68	94.46%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$166.32	\$166.32	\$2,833.68	94.46%
GROUP TOTAL CONTRACTUAL SERVICES	\$180,400.05	\$7,532.78	\$20,570.91	\$159,829.14	88.60%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH THE MONTH OF FEBRUARY 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE						
REPAIRS & MAINTENANCE						
4431	PEST CONTROL	\$856.68	\$0.00	\$129.80	\$726.88	84.85%
4432	HEATING/COOLING SERVICE	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%
4434	BUILDING REPAIRS	\$9,000.00	\$828.07	\$951.44	\$8,048.56	89.43%
4436	LAWN MAINTENANCE	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00%
4437	SNOW REMOVAL	\$6,364.04	\$0.00	\$1,544.00	\$4,820.04	75.74%
TOTAL REPAIRS & MAINTENANCE		\$35,720.72	\$828.07	\$2,625.24	\$33,095.48	92.65%
EQUIPMENT MAINTENANCE						
4531	COPIER	\$7,578.48	\$631.54	\$1,263.08	\$6,315.40	83.33%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE		\$7,818.48	\$631.54	\$1,263.08	\$6,555.40	83.84%
GROUP TOTAL BUILDING MAINTENANCE		\$43,539.20	\$1,459.61	\$3,888.32	\$39,650.88	91.07%
INSURANCE						
4441	BLDG. & CONTENTS/GLASS/LIMRiCC	\$22,180.80	\$0.00	\$18,606.05	\$3,574.75	16.12%
4443	DISABILITY (WORKMEN'S COMP)	\$2,041.20	\$0.00	\$1,658.00	\$383.20	18.77%
GROUP TOTAL INSURANCE		\$24,222.00	\$0.00	\$20,264.05	\$3,957.95	16.34%
UTILITIES						
4472	WATER	\$2,750.00	\$108.13	\$202.38	\$2,547.62	92.64%
4473	GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474	TELEPHONE/FAX	\$2,000.00	\$298.02	\$372.28	\$1,627.72	81.39%
4475	INTERNET/LOCAL AREA NET	\$7,000.00	\$0.00	\$526.51	\$6,473.49	92.48%
GROUP TOTAL UTILITIES		\$13,750.00	\$406.15	\$1,101.17	\$12,648.83	91.99%
SUPPLIES						
OFFICE SUPPLIES						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$57.14	\$57.14	\$942.86	94.29%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$290.07	\$290.07	\$2,909.93	90.94%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$1,484.31	\$1,484.31	\$4,515.69	75.26%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$574.58	\$574.58	\$2,475.42	81.16%
4518	LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$75.54	\$75.54	\$1,124.46	93.71%
TOTAL OFFICE SUPPLIES		\$16,950.00	\$2,481.64	\$2,481.64	\$14,468.36	85.36%
JANITORIAL/CLEANING SUPPLIES						
4541	MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$335.67	\$693.98	\$3,756.02	84.40%
TOTAL JANITORIAL/CLEANINGSUPPLIES		\$4,450.00	\$335.67	\$693.98	\$3,756.02	84.40%
MAILING EXPENSES & FEES						
4551	POSTAGE & HANDLING	\$600.00	\$163.62	\$165.30	\$434.70	72.45%
4553	BULK FEES & PERMITS	\$3,638.25	\$650.00	\$650.00	\$2,988.25	82.13%
TOTAL OFFICE EXPENSE		\$4,238.25	\$813.62	\$815.30	\$3,422.95	80.76%
GROUP TOTAL SUPPLIES		\$25,638.25	\$3,630.93	\$3,990.92	\$21,647.33	84.43%
CAPITAL EXPENSES						
4631	SPECIAL RESERVES REPLENISHMENT	\$778,000.00	\$0.00	\$0.00	\$778,000.00	100.00%
GROUP TOTAL CAPITAL EXPENSES		\$778,000.00	\$0.00	\$0.00	\$778,000.00	100.00%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF FEBRUARY 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES						
4710A	DATABASES - Adult	\$27,000.00	\$2,693.50	\$7,199.58	\$19,800.42	73.33%
4710B	DATABASES - Youth	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%
4711	PERIODICALS	\$14,500.00	\$1,098.60	\$1,098.60	\$13,401.40	92.42%
4712	CONTINUATIONS	\$600.00	\$0.00	\$0.00	\$600.00	100.00%
4714	LARGE PRINT	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%
4715	BOOKS - Adult	\$32,300.00	\$2,831.78	\$2,831.78	\$29,468.22	91.23%
4716	BOOKS - Youth	\$33,000.00	\$132.90	\$132.90	\$32,867.10	99.60%
4717	VIDEOS - Adult	\$4,500.00	\$0.00	\$67.19	\$4,432.81	98.51%
4718	VIDEOS - Youth	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$49.75	\$49.75	\$1,950.25	97.51%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$9,000.00	\$355.76	\$355.76	\$8,644.24	96.05%
4722	REALIA	\$300.00	\$0.00	\$0.00	\$300.00	100.00%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4724	MUSIC - Adult	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
4725A	E-BOOKS - Adult	\$10,000.00	\$0.00	\$3,096.68	\$6,903.32	69.03%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$0.00	\$2,847.19	\$10,152.81	78.10%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4727	DOWNLOADABLE MUSIC/MOVIES	\$7,365.00	\$0.00	\$7,365.00	\$0.00	0.00%
GROUP TOTAL MEDIA		\$175,815.00	\$7,162.29	\$25,044.43	\$150,770.57	85.76%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$5,000.00	\$241.19	\$241.19	\$4,758.81	95.18%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$4,560.00	\$7,680.00	\$10,120.30	56.85%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$615.25	\$615.25	\$10,384.75	94.41%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$25.56	\$425.56	\$574.44	57.44%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$34,800.30	\$5,442.00	\$8,962.00	\$25,838.30	74.25%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$46,711.00	\$24,082.13	\$110,266.54	-\$63,555.54	-136.06%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$46,711.00	\$24,082.13	\$110,266.54	-\$63,555.54	
TOTAL EXPENDITURES		\$2,527,524.33	\$144,999.46	\$381,873.21	\$2,145,651.12	84.89%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL FEBRUARY 2023

Type	Date	Num	Memo	Account	Amount
A to Z Databases					1105-A · GF CHECKING - OLD NATIONAL BANK
Check	02/04/2023	5217	124710 3-Yr Contract Price	4710a · Databases (Adult)	-\$1,005.00
Total A to Z Databases					-\$1,005.00
Adducci Vega Financial Group, LLC					
Check	02/04/2023	5216	202038246 1099's	4365 · Accountant	-\$125.00
Total Adducci Vega Financial Group, LLC					-\$125.00
Aldonquin Area Public Library District					
Check	02/01/2023	5208	Invisible Warriors	4452 · Public Services Programming	-\$179.00
Total Aldonquin Area Public Library District					-\$179.00
Amazon					
Check	02/04/2023	AZ PORTAL	RFID	4416 · Maintenance	-\$14.94
Check	02/04/2023	AZ PORTAL	Security keys	4418 · Technology	-\$135.00
Check	02/04/2023	AZ PORTAL	4451-Winter Programming	4451 · Youth & Teen Programming	-\$299.69
Check	02/04/2023	AZ PORTAL	4515-Supplies	4515 · Technical Services - Supplies	-\$44.74
Check	02/04/2023	AZ PORTAL	4516-Circ 01092023	4516 · Circulation - Supplies	-\$20.37
Total Amazon					-\$514.74
Art Excursions, Inc.					
Check	02/01/2023	5207	2.9.23 Art of Dali	4452 · Public Services Programming	-\$350.00
Total Art Excursions, Inc.					-\$350.00
Aurora Public Library					
Check	02/15/2023	23017	Author Visit Hale & Pham 2.22.23 Virtual	4451 · Youth & Teen Programming	-\$69.45
Total Aurora Public Library					-\$69.45
Baker & Taylor					
Check	02/07/2023	BT PORTAL	TS 360	4710 · Databases - Adult	-\$1,688.50
Total Baker & Taylor					-\$1,688.50
Baker & Taylor L4382582 Adult Audio					
Check	02/04/2023	BT PORTAL	2037295410	4719 · Audiobooks/Playaways - Adult	-\$49.75
Check	02/04/2023	BT PORTAL	2037271393	4719 · Audiobooks/Playaways - Adult	-\$87.31
Total Baker & Taylor L4382582 Adult Audio					-\$137.06
Baker & Taylor L5040682 Adult Books					
Check	02/04/2023	BT PORTAL	2037252792	4715 · Books - Adult	-\$2,307.63
Check	02/04/2023	BT PORTAL	2037267109	4715 · Books - Adult	-\$227.25
Check	02/04/2023	BT PORTAL	2037278492	4715 · Books - Adult	-\$296.90
Check	02/04/2023	BT PORTAL	L5040682	4515 · Technical Services - Supplies	-\$17.02
Total Baker & Taylor L5040682 Adult Books					-\$2,848.80
Baker & Taylor L5346512 Youth Books					
Check	02/06/2023	BT PORTAL	2037030248 Balance	4716 · Books - Youth	-\$132.90
Total Baker & Taylor L5346512 Youth Books					-\$132.90
Baker & Taylor L5394112 Gift Fund					
Check	02/04/2023	BT PORTAL	MEYER-PHWC	4906a · Reimb. - Restricted Donations	-\$25.56
Total Baker & Taylor L5394112 Gift Fund					-\$25.56
C.J. Erickson Plumbing Co.					
Check	02/13/2023	5230	Invoice 42149 Rod sewer line	4434 · Building Repairs	-\$503.00
Total C.J. Erickson Plumbing Co.					-\$503.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL FEBRUARY 2023

Type	Date	Num	Memo	Account	Amount
Check	02/04/2023	5218	GK54141 Trustee ipad	7001 · Special Reserves Projects	-\$602.48
Check	02/04/2023	5218	GK54141 ipad self check out	7001 · Special Reserves Projects	-\$325.00
Total CDW Government, Inc.					-\$927.48
CIT					
Check	02/08/2023	5224	41524933	4531 · Copier	-\$631.54
Total CIT					-\$631.54
City of Palos Hts. - Water Bill					
Check	02/17/2023	5232	4-2501033-00	4472 · Water	-\$108.13
Total City of Palos Hts. - Water Bill					-\$108.13
Cosmopolitan Building Services					
Check	02/13/2023	5228	02 February Janitorial Services	4416 · Maintenance	-\$2,722.50
Total Cosmopolitan Building Services					-\$2,722.50
Demco					
Check	02/04/2023	5212	7242733	4515 · Technical Services - Supplies	-\$686.02
Total Demco					-\$686.02
Evans, Claire					
Check	02/01/2023	5206	2.7.23 James Herriot	4452 · Public Services Programming	-\$225.00
Total Evans, Claire					-\$225.00
Old National - Visa					
Check	02/07/2023	VISA PORTAL	InService Chips/Cookies	4354 · Professional Staff	-\$55.40
Check	02/07/2023	VISA PORTAL	S. Leyva ALA/PLA Leadership	4354 · Professional Staff	-\$306.00
Check	02/07/2023	VISA PORTAL	PHPL notepads 4Allpromos	4461 · Public Relations	-\$87.71
Check	02/07/2023	VISA PORTAL	Lightbulbs 2ft	4434 · Building Repairs	-\$325.07
Check	02/07/2023	VISA PORTAL	ReOpening 2nd fl	4454 · General Programming	-\$195.55
Check	02/07/2023	VISA PORTAL	Business Cards	4461 · Public Relations	-\$23.61
Check	02/07/2023	VISA PORTAL	01 Jan Duo/Google Fi/Sip	4474 · Telephone/FAX	-\$214.83
Check	02/07/2023	VISA PORTAL	PS Supplies	4511 · Public Services - Supplies	-\$57.14
Check	02/07/2023	VISA PORTAL	Quill Supplies	4514 · Business Office - Supplies	-\$290.07
Check	02/07/2023	VISA PORTAL	010923	4515 · Technical Services - Supplies	-\$11.99
Check	02/07/2023	VISA PORTAL	PHPL Notepads 4AllPromos	4516 · Circulation - Supplies	-\$87.72
Check	02/07/2023	VISA PORTAL	Amazon 01232023	4516 · Circulation - Supplies	-\$113.91
Check	02/07/2023	VISA PORTAL	Hot cups	4519 · Hospitality - Supplies	-\$75.54
Check	02/07/2023	VISA PORTAL	Multi Fold Towels	4541 · Maintenance/Cleaning Supplies	-\$64.58
Check	02/07/2023	VISA PORTAL	01 Jan Spotify	4451 · Youth & Teen Programming	-\$9.99
Check	02/07/2023	VISA PORTAL	Postage	4551 · Postage & Handling	-\$163.62
Check	02/07/2023	VISA PORTAL	Postage for Vendmill Machine	4516 · Circulation - Supplies	-\$36.38
Check	02/07/2023	VISA PORTAL	NY Times FY 2023	4711 · Periodicals	-\$166.40
Check	02/07/2023	VISA PORTAL	01 Jan Stamps.com/Adobe/Zoom/Creative F	4721 · Software	-\$195.93
Check	02/07/2023	VISA PORTAL	Cricut Annual Subscription FY 2023	4721 · Software	-\$119.88
Check	02/07/2023	VISA PORTAL	FOTL refreshments/flashdrives	4900 · Miscellaneous - Reimbursements	-\$241.18
Check	02/07/2023	VISA PORTAL	Glowforge Filter replacements (2)	4904 · Reimb. - Friends Book Sales	-\$588.00
Check	02/07/2023	VISA PORTAL	Fab Lab	4904 · Reimb. - Friends Book Sales	-\$27.25
Check	02/07/2023	VISA PORTAL	Annual License Meescan	7001 · Special Reserves Projects	-\$2,364.00
Total Old National - Visa					-\$5,821.75



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL FEBRUARY 2023

Type	Date	Num	Memo	Account	Amount
Folding Partition Services, Inc					
Check	02/04/2023	5219	11932	4416 · Maintenance	-\$475.00
Total Folding Partition Services, Inc					-\$475.00
Fruteland Jackson					
Check	02/01/2023	5209	2.21.23 Blues Music	4452 · Public Services Programming	-\$400.00
Total Fruteland Jackson					-\$400.00
IMRF					
Check	02/28/2023	EFT	02 Feb 23	4331 · IMRF Ill. Muni. Ret. Fund	-\$5,431.28
Check	02/28/2023	EFT	VIMRF	2055 · Employee Paid Vol. IMRF	-\$622.87
Check	02/28/2023	EFT	Employee IMRF PT	2054 · PT -Employee Contribution IMRF	-\$78.27
Check	02/28/2023	EFT	Employee IMRF FT	2053 · FT- Employee Contribution IMRF	-\$2,610.48
Total IMRF					-\$8,742.90
Independent Construction Services					
Check	02/04/2023	5215	1126	7001 · Special Reserves Projects	-\$2,590.00
Total Independent Construction Services					-\$2,590.00
Industrial Appraisal					
Check	02/13/2023	5229	Insurable Values	4364 · Appraisal Fees	-\$330.00
Check	02/13/2023	5229	Property Record Report 1.1.23	4364 · Appraisal Fees	-\$245.00
Total Industrial Appraisal					-\$575.00
Interior Investments, LLC					
Check	02/07/2023	5225	Final Proposal 181471	7001 · Special Reserves Projects	-\$793.75
Total Interior Investments, LLC					-\$793.75
Klein, Thorpe And Jenkins					
Check	02/04/2023	5220	Legal services through 12.31.22	4362 · Legal Fees	-\$338.30
Check	02/24/2023	5234	Legal services through 1.31.23	4362 · Legal Fees	-\$45.00
Total Klein, Thorpe And Jenkins					-\$383.30
LIMRiCC-Employees					
Check	02/06/2023	ACH LIM	February Billing	4333 · Insurance	-\$11,728.80
Check	02/06/2023	ACH LIM	Ruszala additional	2050 · Employee Paid LIMRiCC	-\$996.00
Check	02/06/2023	ACH LIM	EE Dental	2050 · Employee Paid LIMRiCC	-\$415.00
Check	02/06/2023	ACH LIM	EE Vision	2050 · Employee Paid LIMRiCC	-\$74.67
Check	02/06/2023	ACH LIM	EE Vlife	2050 · Employee Paid LIMRiCC	-\$42.85
Total LIMRiCC-Employees					-\$13,257.32
Lo Destro Construction Company					
Check	02/15/2023	23018	Underbilling payment app #03	7001 · Special Reserves Projects	-\$490.00
Check	02/15/2023	23019	Electrical	7001 · Special Reserves Projects	-\$1,360.00
Check	02/15/2023	23020	Final Bill	7001 · Special Reserves Projects	-\$14,900.40
Total Lo Destro Construction Company					-\$16,750.40
Otis Elevator					
Check	02/17/2023	OTIS PORTAL	03 Mar Elevator Maintenance	4416 · Maintenance	-\$175.00
Total Otis Elevator					-\$175.00
OverDrive, Inc.					
Check	02/13/2023	5227	Magazine Content Credit	4711 · Periodicals	-\$932.20
Total OverDrive, Inc.					-\$932.20



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL FEBRUARY 2023

Type	Date	Num	Memo	Account	Amount
Palos Heights Woman's Club					
Check	02/04/2023	5221	E. Navaro Dues	4461 · Public Relations	-\$55.00
Total Palos Heights Woman's Club					-\$55.00
Pay Pal					
Check	02/24/2023	EFT	Samsung power supply cords YTS	4353 · Administrator	-\$15.00
Check	02/24/2023	EFT	Samsung power supply cords YTS	4352 · Board Development	-\$15.00
Check	02/24/2023	EFT	Samsung power supply cords YTS	4352 · Board Development	-\$15.00
Check	02/24/2023	EFT	Samsung power supply cords YTS	4721 · Software	-\$39.95
Check	02/24/2023	EFT	Samsung power supply cords YTS	4900 · Miscellaneous - Reimbursements	-\$0.01
Total Pay Pal					-\$84.96
Paylocity Payroll Billing					
Check	02/10/2023	EFT		4412 · Payroll Services	-\$105.25
Check	02/10/2023	EFT	W-2s	4412 · Payroll Services	-\$267.00
Check	02/24/2023	EFT		4412 · Payroll Services	-\$256.81
Total Paylocity Payroll Billing					-\$629.06
Paylocity Payroll Net					
Check	02/10/2023	EFT		4311 · Salaried Employees	-\$21,252.16
Check	02/10/2023	EFT		4312 · Hourly Employees	-\$5,814.48
Check	02/10/2023	EFT	CV 1.29.23 Promedica	4356 · Mileage Reimbursement	-\$2.62
Check	02/10/2023	EFT	CD Jewel Paper Products	4451 · Youth & Teen Programming	-\$6.98
Check	02/10/2023	EFT	CD Jewel Fake Snow	4451 · Youth & Teen Programming	-\$8.57
Check	02/24/2023	EFT		4311 · Salaried Employees	-\$19,976.22
Check	02/24/2023	EFT		4312 · Hourly Employees	-\$6,076.99
Check	02/24/2023	EFT	01 Homebound Deliveries	4356 · Mileage Reimbursement	-\$7.21
Check	02/24/2023	EFT	TF Jewel In Service	4354 · Professional Staff	-\$11.15
Check	02/24/2023	EFT	TF Jewel In Service	4355 · Support Staff	-\$11.14
Check	02/24/2023	EFT	SL Bagels In Service	4354 · Professional Staff	-\$21.45
Check	02/24/2023	EFT	SL Bagels In Service	4355 · Support Staff	-\$21.44
Check	02/24/2023	EFT	CD Target Popcorn Party	4451 · Youth & Teen Programming	-\$16.43
Check	02/24/2023	EFT	TF Jewel Ice Melt	4541 · Maintenance/Cleaning Supplies	-\$30.58
Total Paylocity Payroll Net					-\$53,257.42
Paylocity Payroll Taxes					
Check	02/10/2023	EFT		4311 · Salaried Employees	-\$6,222.35
Check	02/10/2023	EFT		4312 · Hourly Employees	-\$1,087.97
Check	02/10/2023	EFT		4332 · FICA Social Security	-\$2,770.47
Check	02/24/2023	EFT		4311 · Salaried Employees	-\$5,797.84
Check	02/24/2023	EFT		4312 · Hourly Employees	-\$1,165.02
Check	02/24/2023	EFT		4332 · FICA Social Security	-\$2,638.44
Total Paylocity Payroll Taxes					-\$19,682.09
Peerless Network, Inc					
Check	02/15/2023	5231	15649	4474 · Telephone/FAX	-\$83.19
Total Peerless Network, Inc					-\$83.19
Pub Trivia					
Check	02/07/2023	5226	2.27.23 Trivia Harvest Room	4452 · Public Services Programming	-\$125.00
Total Pub Trivia					-\$125.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL FEBRUARY 2023

Type	Date	Num	Memo	Account	Amount
Quality Alarm System, Inc.					
Check	02/04/2023	5222	144100	4414 · Alarm	-\$246.00
Check	02/04/2023	5223	144106 Hold up button 2nd fl	7001 · Special Reserves Projects	-\$656.50
Total Quality Alarm System, Inc.					-\$902.50
Showcases					
Check	02/04/2023	5210	325418	4515 · Technical Services - Supplies	-\$129.28
Check	02/04/2023	5210	325419	4515 · Technical Services - Supplies	-\$128.95
Total Showcases					-\$258.23
The Library Store					
Check	02/04/2023	5211	612185	4515 · Technical Services - Supplies	-\$379.00
Total The Library Store					-\$379.00
Truty, Marcin					
Check	02/07/2023	ACH MT		4902 · Grants	-\$4,560.00
Total Truty, Marcin					-\$4,560.00
U.S. Post Office					
Check	02/24/2023	23022	Newsletters	4553 · Bulk Fees & Permits	-\$600.00
Check	02/28/2023	23023	Additional postage needed for newsletter	4553 · Bulk Fees & Permits	-\$50.00
Total U.S. Post Office					-\$650.00
VenMill Industries					
Check	02/04/2023	5213	17239	4516 · Circulation - Supplies	-\$316.20
Total VenMill Industries					-\$316.20
Warehouse Direct					
Check	02/04/2023	5214	5425167-0 Salt	4541 · Maintenance/Cleaning Supplies	-\$59.86
Check	02/24/2023	5233	5425167-0 Bags / Soap	4541 · Maintenance/Cleaning Supplies	-\$180.65
Total Warehouse Direct					-\$240.51
TOTAL CHECKS FOR BOARD APPROVAL					-\$144,999.46

7001 SPECIAL RESERVE GROUP DETAILS (INCLUDED IN ABOVE TOTALS)

Check	2/4/2023	5215	Independent Construction Services	1126	\$2,590.00
Check	2/4/2023	5218	CDW Government, Inc.	GK54141 Trustee ipad	\$602.48
Check	2/4/2023	5218	CDW Government, Inc.	GK54141 ipad self check out	\$325.00
Check	2/4/2023	5223	Quality Alarm System, Inc.	144106 Hold up button 2nd fl	\$656.50
Check	2/7/2023	VISA PORTAL	First Midwest Bank - Visa	Annual License Meescan	\$2,364.00
Check	2/7/2023	5225	Interior Investments, LLC	Final Proposal 181471	\$793.75
Check	2/15/2023	23018	Lo Destro Construction Company	Underbilling payment app #03	\$490.00
Check	2/15/2023	23019	Lo Destro Construction Company	Electrical	\$1,360.00
Check	2/15/2023	23020	Lo Destro Construction Company	Final Bill	\$14,900.40
Total 7001 · Special Reserves Projects					\$24,082.13



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION FEBRUARY 28, 2023

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	FIRST MIDWEST BANK CHECKING	FIRST MIDWEST BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	FIRST MIDWEST BANK BUILDING CONSTRUCTION CHECKING	FIRST MIDWEST BANK MONEY MARKET	TOTAL FUND BALANCE
Beginning Balance	\$92,365.49	\$640,465.75	\$1,019.45	\$200.00	\$572.09	\$2,523.12	\$737,145.90
Withdrawals	(\$144,999.46)						(\$144,999.46)
Transfers	\$50,000.00	(\$50,000.00)					\$0.00
Deposits	\$1,025.98						\$6,849.96
	\$294.47						
	\$136.50						
	\$581.73						
	\$2,905.45						
	\$93.97						
	\$0.01						
	\$603.75						
	\$1,208.10						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.88	\$590.17	\$3.49	N/A	N/A	\$2.42	\$596.96
ENDING BALANCE	\$4,216.87	\$591,055.92	\$1,022.94	\$200.00	\$572.09	\$2,525.54	\$599,593.36
TOTALS	\$596,495.73 GENERAL FUND				\$3,097.63 SPECIAL RESERVES FUND		\$599,593.36 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.260%	4.270%	N/A	N/A	1.260%	

TOTAL FUND BALANCE MONTH ENDING: FEBRUARY 28, 2023

\$599,593.36

Adjustments: (July 2022) recording error \$2,500 transition from FMB to Old National and (November 2022) duplicate journal entry error of + \$67.19 = \$2,567.19 added to ending balance for January 2023.