



PALOS HEIGHTS  
PUBLIC LIBRARY

BOARD MOTIONS APPROVED  
April 20, 2023

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	MARCH	\$576,503.93	6.1 to 6.5
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	3/31/2023	N/A	1



PALOS HEIGHTS  
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES  
MONTH ENDING: MARCH 31, 2023

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$480,722.82		\$480,722.82
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$39.00		\$39.00
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$156.81		\$156.81
COPIER	\$379.55		\$379.55
GRANTS	\$0.00		\$0.00
INTEREST	\$337.52	\$2.68	\$340.20
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$494.00		\$494.00
» Miscellaneous	\$1,146.00		\$1,146.00
DONATIONS/GIFTS			\$0.00
» Restricted	\$210.00		\$210.00
» Annual Fundraising	\$10.00		\$10.00
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>TOTAL REVENUES</b>	<b>\$483,495.70</b>	<b>\$2.68</b>	<b>\$483,498.38</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$70,941.80		\$70,941.80
» Employee Benefits	\$21,260.47		\$21,260.47
» Staff & Board Development	\$875.74		\$875.74
CONTRACTUAL SERVICES	\$15,592.83		\$15,592.83
BUILDING MAINTENANCE	\$696.44		\$696.44
INSURANCE	\$0.00		\$0.00
UTILITIES	\$872.27		\$872.27
SUPPLIES	\$1,572.48		\$1,572.48
CAPITAL EXPENSES	\$431,250.00		\$431,250.00
MEDIA	\$22,257.40		\$22,257.40
REIMBURSEMENTS	\$7,268.67		\$7,268.67
SR PROJECTS	\$3,915.83		\$3,915.83
<b>TOTAL EXPENDITURES</b>	<b>\$576,503.93</b>	<b>\$0.00</b>	<b>\$576,503.93</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	<b>-\$93,008.23</b>	<b>\$2.68</b>	<b>-\$93,005.55</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$150.00		\$150.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$150.00</b>	<b>\$0.00</b>	<b>\$150.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-\$92,858.23</b>	<b>\$2.68</b>	<b>-\$92,855.55</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$596,495.73</b>	<b>\$3,097.63</b>	<b>\$0.00</b>
<b>END OF MONTH</b>	<b>\$503,637.50</b>	<b>\$3,100.31</b>	<b>\$506,737.81</b>

Check #5204 dated 2/1/2023 returned check \$150.00



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH MARCH 31, 2023

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
<b>REVENUES</b>					
PROPERTY TAXES	\$2,437,109.03	\$2,437,109.03	\$813,849.76	\$1,623,259.27	33.39%
CORPORATE REPLACEMENT TAX	\$12,000.00	\$12,000.00	\$29,946.67	-\$17,946.67	249.56%
<b>DIRECT REVENUES</b>					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$617.47	\$1,882.53	24.70%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	0.00%
Miscellaneous	\$2,200.00	\$2,200.00	\$1,292.26	\$907.74	58.74%
COPIER	\$4,000.00	\$4,000.00	\$1,153.55	\$2,846.45	28.84%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$3,115.00	\$3,115.00	\$1,546.72	\$1,568.28	49.65%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$5,630.96	\$5,369.04	51.19%
Miscellaneous	\$5,000.00	\$5,000.00	\$1,670.95	\$3,329.05	33.42%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$210.00	\$790.00	21.00%
Annual Fundraising	\$15,000.00	\$15,000.00	\$10.00	\$14,990.00	0.07%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>TOTAL REVENUES</b>	<b>\$2,527,524.33</b>	<b>\$2,527,524.33</b>	<b>\$855,928.34</b>	<b>\$1,671,595.99</b>	<b>33.86%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$925,004.53	\$925,004.53	\$214,047.02	-\$710,957.51	-76.86%
Employee Benefits	\$269,144.00	\$269,144.00	\$65,383.83	-\$203,760.17	-75.71%
Staff & Board Development	\$10,500.00	\$10,500.00	\$1,432.03	-\$9,067.97	-86.36%
<b>CONTRACTUAL SERVICES</b>	<b>\$180,400.05</b>	<b>\$180,400.05</b>	<b>\$36,163.74</b>	<b>-\$144,236.31</b>	<b>-79.95%</b>
BUILDING MAINTENANCE	\$43,539.20	\$43,539.20	\$4,584.76	-\$38,954.44	-89.47%
INSURANCE	\$24,222.00	\$24,222.00	\$20,264.05	-\$3,957.95	-16.34%
UTILITIES	\$13,750.00	\$13,750.00	\$1,973.44	-\$11,776.56	-85.65%
SUPPLIES	\$25,638.25	\$25,638.25	\$5,476.09	-\$20,162.16	-78.64%
CAPITAL EXPENSES	\$778,000.00	\$778,000.00	\$431,250.00	-\$346,750.00	-44.57%
MEDIA	\$175,815.00	\$175,815.00	\$47,389.14	-\$128,425.86	-73.05%
REIMBURSEMENTS	\$34,800.30	\$34,800.30	\$18,594.67	-\$16,205.63	-46.57%
SR PROJECTS	\$46,711.00	\$46,711.00	\$111,818.37	\$65,107.37	139.38%
<b>TOTAL EXPENDITURES</b>	<b>\$2,527,524.33</b>	<b>\$2,527,524.33</b>	<b>\$958,377.14</b>	<b>-\$1,569,147.19</b>	<b>-62.08%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$102,448.80</b>	<b>\$102,448.80</b>	
<b>OTHER FINANCING USES</b>					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
<b>TOTAL OTHER FINANCING USES</b>			<b>\$0.00</b>		
<b>NET CHANGE IN FUND BALANCE</b>			<b>-\$102,448.80</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$500,920.31</b>		
			<b>-\$734,050.69</b>		



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF MARCH 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>						
<b>OPERATIONAL SALARIES</b>						
4311	SALARIED EMPLOYEES	\$727,971.95	\$55,484.16	\$171,474.27	\$556,497.68	76.44%
4312	HOURLY EMPLOYEES	\$191,532.58	\$15,457.64	\$42,572.75	\$148,959.83	77.77%
4313	ADDITIONAL COMPENSATION	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%
<b>TOTAL OPERATIONAL SALARIES</b>		<b>\$925,004.53</b>	<b>\$70,941.80</b>	<b>\$214,047.02</b>	<b>\$710,957.51</b>	<b>76.86%</b>
<b>EMPLOYEE BENEFITS</b>						
4331	ILL. MUNI. RETIREMENT FUND	\$68,192.80	\$5,197.55	\$16,092.72	\$52,100.08	76.40%
4332	SOCIAL SECURITY - FICA	\$70,342.10	\$5,310.72	\$16,057.91	\$54,284.19	77.17%
4333	INSURANCE	\$129,609.10	\$10,752.20	\$33,233.20	\$96,375.90	74.36%
4334	CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>\$269,144.00</b>	<b>\$21,260.47</b>	<b>\$65,383.83</b>	<b>\$203,760.17</b>	<b>75.71%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>						
4351	MEMBERSHIP FEES	\$2,200.00	\$409.00	\$459.00	\$1,741.00	79.14%
4352	BOARD DEVELOPMENT	\$800.00	\$0.00	\$30.00	\$770.00	96.25%
4353	ADMINISTRATOR	\$500.00	\$0.00	\$15.00	\$485.00	97.00%
4354	PROFESSIONAL STAFF	\$5,000.00	\$221.00	\$615.00	\$4,385.00	87.70%
4355	SUPPORT STAFF	\$1,000.00	\$235.00	\$267.58	\$732.42	73.24%
4356	MILEAGE REIMBURSEMENT	\$1,000.00	\$10.74	\$45.45	\$954.55	95.46%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>		<b>\$10,500.00</b>	<b>\$875.74</b>	<b>\$1,432.03</b>	<b>\$9,067.97</b>	<b>86.36%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>		<b>\$1,204,648.53</b>	<b>\$93,078.01</b>	<b>\$280,862.88</b>	<b>\$923,785.65</b>	<b>76.69%</b>
<b>CONTRACTUAL SERVICES</b>						
<b>PROFESSIONAL SERVICES</b>						
4361	AUDIT FEES	\$6,830.00	\$4,830.00	\$4,830.00	\$2,000.00	29.28%
4362	LEGAL FEES	\$2,000.00	\$0.00	\$383.30	\$1,616.70	80.84%
4363	PROFESSIONAL FEES	\$3,500.00	\$51.82	\$51.82	\$3,448.18	98.52%
4364	APPRAISAL	\$3,500.00	\$0.00	\$575.00	\$2,925.00	83.57%
4365	ACCOUNTANT	\$4,410.00	\$730.00	\$1,205.00	\$3,205.00	72.68%
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$20,240.00</b>	<b>\$5,611.82</b>	<b>\$7,045.12</b>	<b>\$13,194.88</b>	<b>65.19%</b>
<b>OUTSIDE SERVICES</b>						
4412	PAYROLL SERVICES	\$4,800.00	\$384.94	\$1,376.03	\$3,423.97	71.33%
4414	ALARM	\$3,226.00	\$744.00	\$990.00	\$2,236.00	69.31%
4416	MAINTENANCE	\$39,000.00	\$2,903.62	\$9,583.56	\$29,416.44	75.43%
4417	SWAN	\$28,619.00	\$0.00	\$7,154.75	\$21,464.25	75.00%
4418	TECHNOLOGY	\$32,000.00	\$0.00	\$355.54	\$31,644.46	98.89%
<b>TOTAL OUTSIDE SERVICES</b>		<b>\$107,645.00</b>	<b>\$4,032.56</b>	<b>\$19,459.88</b>	<b>\$88,185.12</b>	<b>81.92%</b>
<b>PRINTING</b>						
4424	NEWSLETTER PRINTING	\$17,515.05	\$2,987.80	\$2,987.80	\$14,527.25	82.94%
<b>TOTAL PRINTING</b>		<b>\$17,515.05</b>	<b>\$2,987.80</b>	<b>\$2,987.80</b>	<b>\$14,527.25</b>	<b>82.94%</b>
<b>PROGRAMMING</b>						
4451	YOUTH & TEEN PROGRAMMING	\$10,000.00	\$819.18	\$1,537.22	\$8,462.78	84.63%
4452	PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$956.47	\$2,835.47	\$10,164.53	78.19%
4454	GENERAL PROGRAMMING	\$9,000.00	\$1,140.00	\$2,086.93	\$6,913.07	76.81%
<b>TOTAL PROGRAMMING</b>		<b>\$32,000.00</b>	<b>\$2,915.65</b>	<b>\$6,459.62</b>	<b>\$25,540.38</b>	<b>79.81%</b>
<b>PUBLIC RELATIONS</b>						
4461	Public Relations	\$3,000.00	\$45.00	\$211.32	\$2,788.68	92.96%
<b>TOTAL PUBLIC RELATIONS</b>		<b>\$3,000.00</b>	<b>\$45.00</b>	<b>\$211.32</b>	<b>\$2,788.68</b>	<b>92.96%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>		<b>\$180,400.05</b>	<b>\$15,592.83</b>	<b>\$36,163.74</b>	<b>\$144,236.31</b>	<b>79.95%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF MARCH 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>BUILDING MAINTENANCE</b>						
<b>REPAIRS &amp; MAINTENANCE</b>						
4431	PEST CONTROL	\$856.68	\$64.90	\$194.70	\$661.98	77.27%
4432	HEATING/COOLING SERVICE	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%
4434	BUILDING REPAIRS	\$9,000.00	\$0.00	\$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%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>\$35,720.72</b>	<b>\$64.90</b>	<b>\$2,690.14</b>	<b>\$33,030.58</b>	<b>92.47%</b>
<b>EQUIPMENT MAINTENANCE</b>						
4531	COPIER	\$7,578.48	\$631.54	\$1,894.62	\$5,683.86	75.00%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
<b>TOTAL EQUIPMENT MAINTENANCE</b>		<b>\$7,818.48</b>	<b>\$631.54</b>	<b>\$1,894.62</b>	<b>\$5,923.86</b>	<b>75.77%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>		<b>\$43,539.20</b>	<b>\$696.44</b>	<b>\$4,584.76</b>	<b>\$38,954.44</b>	<b>89.47%</b>
<b>INSURANCE</b>						
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%
<b>GROUP TOTAL INSURANCE</b>		<b>\$24,222.00</b>	<b>\$0.00</b>	<b>\$20,264.05</b>	<b>\$3,957.95</b>	<b>16.34%</b>
<b>UTILITIES</b>						
4472	WATER	\$2,750.00	\$94.25	\$296.63	\$2,453.37	89.21%
4473	GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474	TELEPHONE/FAX	\$2,000.00	\$251.51	\$623.79	\$1,376.21	68.81%
4475	INTERNET/LOCAL AREA NET	\$7,000.00	\$526.51	\$1,053.02	\$5,946.98	84.96%
<b>GROUP TOTAL UTILITIES</b>		<b>\$13,750.00</b>	<b>\$872.27</b>	<b>\$1,973.44</b>	<b>\$11,776.56</b>	<b>85.65%</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$56.90	\$114.04	\$885.96	88.60%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$292.85	\$292.85	\$1,207.15	80.48%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$0.00	\$290.07	\$2,909.93	90.94%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$206.60	\$1,603.60	\$4,396.40	73.27%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$864.73	\$1,439.31	\$1,610.69	52.81%
4518	LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$75.54	\$1,124.46	93.71%
<b>TOTAL OFFICE SUPPLIES</b>		<b>\$16,950.00</b>	<b>\$1,421.08</b>	<b>\$3,815.41</b>	<b>\$13,134.59</b>	<b>77.49%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>						
4541	MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$151.40	\$845.38	\$3,604.62	81.00%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>		<b>\$4,450.00</b>	<b>\$151.40</b>	<b>\$845.38</b>	<b>\$3,604.62</b>	<b>81.00%</b>
<b>MAILING EXPENSES &amp; FEES</b>						
4551	POSTAGE & HANDLING	\$600.00	\$0.00	\$165.30	\$434.70	72.45%
4553	BULK FEES & PERMITS	\$3,638.25	\$0.00	\$650.00	\$2,988.25	82.13%
<b>TOTAL OFFICE EXPENSE</b>		<b>\$4,238.25</b>	<b>\$0.00</b>	<b>\$815.30</b>	<b>\$3,422.95</b>	<b>80.76%</b>
<b>GROUP TOTAL SUPPLIES</b>		<b>\$25,638.25</b>	<b>\$1,572.48</b>	<b>\$5,476.09</b>	<b>\$20,162.16</b>	<b>78.64%</b>
<b>CAPITAL EXPENSES</b>						
4631	SPECIAL RESERVES REPLENISHMENT	\$778,000.00	\$431,250.00	\$431,250.00	\$346,750.00	44.57%
<b>GROUP TOTAL CAPITAL EXPENSES</b>		<b>\$778,000.00</b>	<b>\$431,250.00</b>	<b>\$431,250.00</b>	<b>\$346,750.00</b>	<b>44.57%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF MARCH 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>MEDIA - LIBRARY SUPPLIES</b>						
4710A	DATABASES - Adult	\$27,000.00	\$0.00	\$7,199.58	\$19,800.42	73.33%
4710B	DATABASES - Youth	\$6,000.00	\$850.00	\$850.00	\$5,150.00	85.83%
4711	PERIODICALS	\$14,500.00	\$215.84	\$1,314.44	\$13,185.56	90.93%
4712	CONTINUATIONS	\$600.00	\$0.00	\$0.00	\$600.00	100.00%
4714	LARGE PRINT	\$5,500.00	\$589.86	\$589.86	\$4,910.14	89.28%
4715	BOOKS - Adult	\$32,300.00	\$7,936.91	\$10,768.69	\$21,531.31	66.66%
4716	BOOKS - Youth	\$33,000.00	\$6,013.72	\$6,146.62	\$26,853.38	81.37%
4717	VIDEOS - Adult	\$4,500.00	\$347.85	\$415.04	\$4,084.96	90.78%
4718	VIDEOS - Youth	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$232.07	\$369.13	\$1,630.87	81.54%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$9,000.00	\$2,259.38	\$2,615.14	\$6,384.86	70.94%
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	\$1,957.62	\$5,054.30	\$4,945.70	49.46%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,854.15	\$4,701.34	\$8,298.66	63.84%
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%
<b>GROUP TOTAL MEDIA</b>		<b>\$175,815.00</b>	<b>\$22,257.40</b>	<b>\$47,389.14</b>	<b>\$128,425.86</b>	<b>73.05%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>						
4900	MISCELLANEOUS	\$5,000.00	\$1,119.96	\$1,361.15	\$3,638.85	72.78%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$4,240.00	\$11,920.00	\$5,880.30	33.03%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$1,908.71	\$4,887.96	\$6,112.04	55.56%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$425.56	\$574.44	57.44%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>		<b>\$34,800.30</b>	<b>\$7,268.67</b>	<b>\$18,594.67</b>	<b>\$16,205.63</b>	<b>46.57%</b>
<b>SPECIAL RESERVE PROJECTS</b>						
7001	SPECIAL RESERVE - PROJECTS	\$46,711.00	\$3,915.83	\$111,818.37	-\$65,107.37	-139.38%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>		<b>\$46,711.00</b>	<b>\$3,915.83</b>	<b>\$111,818.37</b>	<b>-\$65,107.37</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$2,527,524.33</b>	<b>\$576,503.93</b>	<b>\$958,377.14</b>	<b>\$1,569,147.19</b>	<b>62.08%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MARCH 2023

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					1105-A · GF CHECKING - OLD NATIONAL BANK
Check	03/13/2023	5253	01 Jan Bank Reconciliations	4365 · Accountant	-\$365.00
Check	03/13/2023	5253	02 Feb Bank Reconciliations	4365 · Accountant	-\$365.00
Total Adducci Vega Financial Group, LLC					-\$730.00
Anderson Pest Solutions					
Check	03/08/2023	5252	03 March 23	4431 · Pest Control	-\$64.90
Total Anderson Pest Solutions					-\$64.90
Animal Quest Entertainment Inc.					
Check	03/07/2023	5249	6.23.23 Program	4451 · Youth & Teen Programming	-\$200.00
Total Animal Quest Entertainment Inc.					-\$200.00
At&T - Fiber Line					
Check	03/02/2023	5239	831-000-9111-787	4475 · Internet	-\$792.74
Check	03/02/2023	5239	E-Rate Credit previous credit balance	4475 · Internet	\$266.23
Total At&T - Fiber Line					-\$526.51
Baker & Taylor L4361272 Large Print					
Check	03/06/2023	BT PORTAL	2037252442	4714 · Large Print Books	-\$87.21
Check	03/06/2023	BT PORTAL	2037320657	4714 · Large Print Books	-\$18.69
Check	03/06/2023	BT PORTAL	2037337846	4714 · Large Print Books	-\$37.39
Check	03/06/2023	BT PORTAL	2037337847	4714 · Large Print Books	-\$122.61
Check	03/06/2023	BT PORTAL	2037358692	4714 · Large Print Books	-\$18.69
Check	03/06/2023	BT PORTAL	2037358693	4714 · Large Print Books	-\$18.17
Check	03/06/2023	BT PORTAL	I4361272	4515 · Technical Services - Supplies	-\$1.48
Total Baker & Taylor L4361272 Large Print					-\$304.24
Baker & Taylor L4382582 Adult Audio					
Check	03/02/2023	BT PORTAL	2037325320	4719 · Audiobooks/Playaways - Adult	-\$149.73
Check	03/02/2023	BT PORTAL	2037351360	4719 · Audiobooks/Playaways - Adult	-\$82.34
Total Baker & Taylor L4382582 Adult Audio					-\$232.07
Baker & Taylor L5040682 Adult Books					
Check	03/02/2023	BT PORTAL	2037292352	4715 · Books - Adult	-\$238.88
Check	03/02/2023	BT PORTAL	2037303790	4715 · Books - Adult	-\$212.16
Check	03/02/2023	BT PORTAL	2037321684	4715 · Books - Adult	-\$113.92
Check	03/02/2023	BT PORTAL	RTA2594914	4715 · Books - Adult	\$23.74
Check	03/02/2023	BT PORTAL	2037337832	4715 · Books - Adult	-\$1,846.74
Check	03/02/2023	BT PORTAL	2037337610	4715 · Books - Adult	-\$160.61
Check	03/02/2023	BT PORTAL	2037349908	4715 · Books - Adult	-\$388.34
Check	03/02/2023	BT PORTAL	L5040682	4515 · Technical Services - Supplies	-\$86.58
Total Baker & Taylor L5040682 Adult Books					-\$3,023.49
Baker & Taylor L5346512 Youth Books					
Check	03/02/2023	BT PORTAL	2037290098	4716 · Books - Youth	-\$738.83
Check	03/02/2023	BT PORTAL	2037310172	4716 · Books - Youth	-\$73.33
Check	03/02/2023	BT PORTAL	2037322590	4716 · Books - Youth	-\$81.00
Check	03/02/2023	BT PORTAL	RTA2565084	4716 · Books - Youth	\$10.14
Check	03/02/2023	BT PORTAL	2037337638	4716 · Books - Youth	-\$130.70
Check	03/02/2023	BT PORTAL	L5346512	4515 · Technical Services - Supplies	-\$51.06
Total Baker & Taylor L5346512 Youth Books					-\$1,064.78



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MARCH 2023

Type	Date	Num	Memo	Account	Amount
Belliveau, Steve					
Check	03/07/2023	5250	6.30.23 Deposit	4451 · Youth & Teen Programming	-\$50.00
Total Belliveau, Steve					-\$50.00
Breeze Creative					
Check	03/22/2023	5260	Ball Wall BTS System	7001 · Special Reserves Projects	-\$1,085.00
Total Breeze Creative					-\$1,085.00
CDW Government, Inc.					
Check	03/02/2023	5241	2 Thermal printers	7001 · Special Reserves Projects	-\$776.04
Check	03/07/2023	5248	2 Thermal printers	7001 · Special Reserves Projects	-\$366.53
Total CDW Government, Inc.					-\$1,142.57
CENGAGE/Gale Learning					
Check	03/02/2023	5244	80721967	4714 · Large Print Books	-\$256.71
Check	03/02/2023	5244	80757310	4714 · Large Print Books	-\$30.39
Total CENGAGE/Gale Learning					-\$287.10
CIT					
Check	03/08/2023	5251	41929933	4531 · Copier	-\$631.54
Total CIT					-\$631.54
City Of Palos Heights					
Check	03/02/2023	5236	Business License Renewal	4454 · General Programming	-\$1,000.00
Check	03/08/2023	23025	Tax Anticipation Loan - Repayment	4631 · Special Reserves Replenishment	-\$431,250.00
Total City Of Palos Heights					-\$432,250.00
City of Palos Hts. - Water Bill					
Check	03/16/2023	5259	4-2501033-00	4472 · Water	-\$94.25
Total City of Palos Hts. - Water Bill					-\$94.25
Cosmopolitan Building Services					
Check	03/16/2023	5257	03 March Janitorial Services	4416 · Maintenance	-\$2,722.50
Total Cosmopolitan Building Services					-\$2,722.50
First Midwest Bank - Visa					
Check	03/03/2023	VISA PORTAL	Matkowski ALA and ILA dues	4351 · Membership Fees	-\$259.00
Check	03/03/2023	VISA PORTAL	In Service	4354 · Professional Staff	-\$200.00
Check	03/03/2023	VISA PORTAL	In Service	4355 · Support Staff	-\$200.00
Check	03/03/2023	VISA PORTAL	Background check	4363 · Consultant Fees	-\$51.82
Check	03/03/2023	VISA PORTAL	Staff Gift Cards	4454 · General Programming	-\$140.00
Check	03/03/2023	VISA PORTAL	Spring Programs	4451 · Youth & Teen Programming	-\$481.43
Check	03/03/2023	VISA PORTAL	02 Feb Duo/Google Fi/Sip	4474 · Telephone/FAX	-\$187.47
Check	03/03/2023	VISA PORTAL	Netflix	4451 · Youth & Teen Programming	-\$15.49
Check	03/03/2023	VISA PORTAL	Spotify 02 February 23	4451 · Youth & Teen Programming	-\$9.99
Check	03/03/2023	VISA PORTAL	Supplies	4452 · Public Services Programming	-\$17.77
Check	03/03/2023	VISA PORTAL	Food handling licenses	4354 · Professional Staff	-\$21.00
Check	03/03/2023	VISA PORTAL	Food handling licenses	4355 · Support Staff	-\$35.00
Check	03/03/2023	VISA PORTAL	Tasting cups	4511 · Public Services - Supplies	-\$22.98
Check	03/03/2023	VISA PORTAL	Office Supplies Feb	4512 · Youth & Teen - Supplies	-\$292.85
Check	03/03/2023	VISA PORTAL	SUPPLIES022723	4515 · Technical Services - Supplies	-\$23.56
Check	03/03/2023	VISA PORTAL	SUPLIES020223	4515 · Technical Services - Supplies	-\$39.94





# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MARCH 2023

Type	Date	Num	Memo	Account	Amount
First Midwest Bank - Visa (con't)					
Check	03/03/2023	VISA PORTAL	New patron tote bags	4516 · Circulation - Supplies	-\$858.50
Check	03/03/2023	VISA PORTAL	Receipt books	4516 · Circulation - Supplies	-\$6.23
Check	03/03/2023	VISA PORTAL	01 Jan Stamps.com/Adobe/Zoom/Creative f	4721 · Software	-\$187.98
Check	03/03/2023	VISA PORTAL	Creative Bug Annual fee	4721 · Software	-\$71.40
Check	03/03/2023	VISA PORTAL	FOTL Lunch	4900 · Miscellaneous - Reimbursements	-\$93.97
Check	03/03/2023	VISA PORTAL	Amazon credit for tech will receive next billi	4900 · Miscellaneous - Reimbursements	-\$52.99
Check	03/03/2023	VISA PORTAL	Fab lab supplies	4904 · Reimb. - Friends Book Sales	-\$306.73
Check	03/03/2023	VISA PORTAL	Meescan self check out	4904 · Reimb. - Friends Book Sales	-\$1,579.00
Check	03/03/2023	VISA PORTAL	Square hardware POS	7001 · Special Reserves Projects	-\$718.31
Check	03/03/2023	VISA PORTAL	Digital converter	7001 · Special Reserves Projects	-\$199.95
Check	03/03/2023	VISA PORTAL	Tumblebooks renewal	4710b · Databases (Youth)	-\$850.00
Check	03/03/2023	VISA PORTAL	Daily Southtown 52 weeks	4711 · Periodicals	-\$215.84
Check	03/03/2023	VISA PORTAL	Maintenance supplies	4541 · Maintenance/Cleaning Supplies	-\$151.40
Total First Midwest Bank - Visa					-\$7,290.60
Grasso Graphics					
Check	03/02/2023	5240	March/April Newsletters	4424 · Newsletter Printing	-\$2,987.80
Total Grasso Graphics					-\$2,987.80
Gugala, Valerie					
Check	03/02/2023	5238	3.16.23 Wish upon a star	4452 · Public Services Programming	-\$200.00
Total Gugala, Valerie					-\$200.00
Illinois Library Association					
Check	03/16/2023	5258	Snow 234080	4351 · Membership Fees	-\$75.00
Check	03/16/2023	5258	Burek 233856	4351 · Membership Fees	-\$75.00
Total Illinois Library Association					-\$150.00
IMRF					
Check	03/31/2023	EFT	03 Mar 23	4331 · IMRF Ill. Muni. Ret. Fund	-\$5,197.55
Check	03/31/2023	EFT	VIMRF	2055 · Employee Paid Vol. IMRF	-\$370.24
Check	03/31/2023	EFT	Employee IMRF PT	2054 · PT -Employee Contribution IMRF	-\$76.25
Check	03/31/2023	EFT	Employee IMRF FT	2053 · FT- Employee Contribution IMRF	-\$2,496.80
Total IMRF					-\$8,140.84
Independent Construction Services					
Check	03/07/2023	5247	1142	7001 · Special Reserves Projects	-\$770.00
Total Independent Construction Services					-\$770.00
Ingram Library Services					
Check	03/02/2023	5245	Proforma payment for books	4715 · Books - Adult	-\$5,000.00
Check	03/02/2023	5245	Proforma payment for books	4716 · Books - Youth	-\$5,000.00
Total Ingram Library Services					-\$10,000.00
Irish Music School of Chicago					
Check	03/02/2023	5237	3.9.23 Irish Music	4452 · Public Services Programming	-\$575.00
Total Irish Music School of Chicago					-\$575.00
Lauterbach & Amen, LLP					
Check	03/02/2023	5235	2022 Audit	4361 · Audit Fees	-\$4,830.00
Total Lauterbach & Amen, LLP					-\$4,830.00



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MARCH 2023

Type	Date	Num	Memo	Account	Amount
Library Market					
Check	03/23/2023	5261	Library Calendar / Subscription	4721 · Software	-\$2,000.00
Total Library Market					-\$2,000.00
LIMRiCC-Employees					
Check	03/08/2023	ACH LIM	03 March Health Benefits	4333 · Insurance	-\$10,752.20
Check	03/08/2023	ACH LIM	Ruszala additional	2050 · Employee Paid LIMRiCC	-\$996.00
Check	03/08/2023	ACH LIM	EE Dental	2050 · Employee Paid LIMRiCC	-\$415.00
Check	03/08/2023	ACH LIM	EE Vision	2050 · Employee Paid LIMRiCC	-\$66.92
Check	03/08/2023	ACH LIM	EE Vlife	2050 · Employee Paid LIMRiCC	-\$42.85
Check	03/08/2023	ACH LIMRiCC	Kacmar - Retiree Health	4900 · Miscellaneous - Reimbursements	-\$973.00
Total LIMRiCC-Employees					-\$13,245.97
Midwest Tape					
Check	03/02/2023	5243	0503406249	4717 · Videos - Adult	-\$29.99
Check	03/02/2023	5243	Processing fee	4515 · Technical Services - Supplies	-\$3.98
Check	03/06/2023	5246	0503337046	4717 · Videos - Adult	-\$68.22
Check	03/06/2023	5246	0503370991	4717 · Videos - Adult	-\$196.41
Check	03/06/2023	5246	0503405547	4717 · Videos - Adult	-\$33.74
Check	03/06/2023	5246	0503437661	4717 · Videos - Adult	-\$19.49
Total Midwest Tape					-\$351.83
Otis Elevator					
Check	03/16/2023	OTIS PORTAL	04 Apr Elevator Maintenance	4416 · Maintenance	-\$181.12
Total Otis Elevator					-\$181.12
OverDrive, Inc.					
Check	03/13/2023	5254	01658CO23077952	4725A · E-Books - Adult	-\$805.50
Check	03/13/2023	5254	01658CO23049190	4725A · E-Books - Adult	-\$1,152.12
Check	03/13/2023	5254	01658CO23077953	4725B · E-Audiobooks - Adult	-\$831.21
Check	03/13/2023	5254	01658CO23049196	4725B · E-Audiobooks - Adult	-\$1,022.94
Total OverDrive, Inc.					-\$3,811.77
Palos Heights Woman's Club					
Check	03/07/2023	23024	Lorena Rodriguez	4461 · Public Relations	-\$45.00
Total Palos Heights Woman's Club					-\$45.00
Paylocity Payroll Billing					
Check	03/10/2023	EFT		4412 · Payroll Services	-\$103.36
Check	03/24/2023	EFT		4412 · Payroll Services	-\$261.58
Check	03/24/2023	EFT	Year end package delivery	4412 · Payroll Services	-\$20.00
Total Paylocity Payroll Billing					-\$384.94
Paylocity Payroll Net					
Check	03/10/2023	EFT		4311 · Salaried Employees	-\$19,640.16
Check	03/10/2023	EFT		4312 · Hourly Employees	-\$6,575.65
Check	03/10/2023	EFT	MK Jewel Minute to win it	4451 · Youth & Teen Programming	-\$12.98
Check	03/10/2023	EFT	LR Fab Lab	4904 · Reimb. - Friends Book Sales	-\$22.98
Check	03/10/2023	EFT	MM Puzzles	4511 · Public Services - Supplies	-\$23.94
Check	03/10/2023	EFT	MM Welcome	4511 · Public Services - Supplies	-\$9.98
Check	03/10/2023	EFT	MM Oscar program Dollar Tree	4452 · Public Services Programming	-\$2.50



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MARCH 2023

Type	Date	Num	Memo	Account	Amount
Paylocity Payroll Net (con't)					
Check	03/10/2023	EFT	MM Oscar program Jewel	4452 · Public Services Programming	-\$15.48
Check	03/10/2023	EFT	MM Trivia prizes	4452 · Public Services Programming	-\$20.72
Check	03/24/2023	EFT		4311 · Salaried Employees	-\$19,976.22
Check	03/24/2023	EFT		4312 · Hourly Employees	-\$6,376.88
Check	03/24/2023	EFT	CD Target Skittles	4451 · Youth & Teen Programming	-\$12.98
Check	03/24/2023	EFT	MK Hobby Lobby	4451 · Youth & Teen Programming	-\$16.83
Check	03/24/2023	EFT	MK Teen Boxes	4451 · Youth & Teen Programming	-\$19.48
Check	03/24/2023	EFT	02 Feb Homebound Deliveries	4356 · Mileage Reimbursement	-\$10.74
Total Paylocity Payroll Net					-\$52,737.52
Paylocity Payroll Taxes					
Check	03/10/2023	EFT		4311 · Salaried Employees	-\$5,682.13
Check	03/10/2023	EFT		4312 · Hourly Employees	-\$1,231.92
Check	03/10/2023	EFT		4332 · FICA Social Security	-\$2,646.89
Check	03/24/2023	EFT		4311 · Salaried Employees	-\$5,797.84
Check	03/24/2023	EFT		4312 · Hourly Employees	-\$1,196.94
Check	03/24/2023	EFT		4332 · FICA Social Security	-\$2,663.83
Total Paylocity Payroll Taxes					-\$19,219.55
Peerless Network, Inc					
Check	03/16/2023	5256	03 March 23	4474 · Telephone/FAX	-\$64.04
Total Peerless Network, Inc					-\$64.04
Pub Trivia					
Check	03/02/2023	5242	3.29.23 Julliani's	4452 · Public Services Programming	-\$125.00
Total Pub Trivia					-\$125.00
Quality Alarm System, Inc.					
Check	03/13/2023	5255	4.1.23 to 6.30.23 Alarm Services	4414 · Alarm	-\$744.00
Total Quality Alarm System, Inc.					-\$744.00
Truty, Marcin					
Check	03/02/2023	ACH	02 Feb IT Services	4902 · Grants	-\$4,240.00
Total Truty, Marcin					-\$4,240.00
<b>TOTAL CHECKS FOR BOARD APPROVAL</b>					<b>-\$576,503.93</b>

### 7001 SPECIAL RESERVE GROUP DETAILS (INCLUDED IN ABOVE TOTALS)

Check	3/2/2023	5241	CDW Government, Inc.	2 Thermal printers	\$776.04
Check	3/3/2023	VISA PORTAL	First Midwest Bank - Visa	Square hardware POS	\$718.31
Check	3/3/2023	VISA PORTAL	First Midwest Bank - Visa	Digital converter	\$199.95
Check	3/7/2023	5247	Independent Construction Services	1142	\$770.00
Check	3/7/2023	5248	CDW Government, Inc.	2 Thermal printers	\$366.53
Check	3/22/2023	5260	Breeze Creative	Ball Wall BTS System	\$1,085.00
Total 7001 · Special Reserves Projects					\$3,915.83



# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MARCH 31, 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	\$4,216.87	\$591,055.92	\$1,022.94	\$200.00	\$572.09	\$2,525.54	\$599,593.36
Withdrawals	(\$576,503.93)						(\$576,503.93)
Transfers	\$60,000.00	(\$60,000.00)					\$0.00
	\$50,000.00	(\$50,000.00)					
	\$431,250.00	(\$431,250.00)					
	\$35,000.00	(\$35,000.00)					
Deposits	\$36.86	\$3,616.81					\$479,504.51
	\$174.15	273,329.34					
	\$50.00	\$206.84					
	\$170.00	\$201.58					
	\$230.05	\$122,308.26					
	\$128.15	\$49.35					
	\$973.00	\$81,010.64					
	\$160.00						
	\$259.60						
	\$243.55						
	\$10.00						
ADJUSTMENTS	\$150.00						\$150.00
INTEREST EARNED	\$5.18	\$328.25	\$4.09	N/A	N/A	\$2.68	\$340.20
ENDING BALANCE	\$6,553.48	\$495,856.99	\$1,027.03	\$200.00	\$572.09	\$2,528.22	\$503,084.14
TOTALS	\$503,637.50 GENERAL FUND				\$3,100.31 SPECIAL RESERVES FUND		\$506,737.81 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.260%	4.696%	N/A	N/A	1.260%	

TOTAL FUND BALANCE MONTH ENDING: MARCH 31, 2023

506,737.81

Adjustment: Check #5204 dated 2/1/2023 returned check \$150.00