



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
May 18, 2023

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	APRIL	\$138,965.87	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:	4/30/2023	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: APRIL 30, 2023

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$449,686.87		\$449,686.87
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$359.13		\$359.13
» Non Resident Cards	\$350.53		\$350.53
» Miscellaneous	\$200.90		\$200.90
COPIER	\$475.05		\$475.05
GRANTS	\$0.00		\$0.00
INTEREST	\$790.93	\$2.60	\$793.53
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$515.50		\$515.50
» Miscellaneous	\$1,094.00		\$1,094.00
DONATIONS/GIFTS			\$0.00
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$241.81		\$241.81
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
TOTAL REVENUES	\$453,714.72	\$2.60	\$453,717.32
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$70,292.83		\$70,292.83
» Employee Benefits	\$22,073.13		\$22,073.13
» Staff & Board Development	\$855.28		\$855.28
CONTRACTUAL SERVICES	\$13,088.17		\$13,088.17
BUILDING MAINTENANCE	\$7,640.69		\$7,640.69
INSURANCE	\$0.00		\$0.00
UTILITIES	\$794.25		\$794.25
SUPPLIES	\$2,442.63		\$2,442.63
CAPITAL EXPENSES	\$5,689.02		\$5,689.02
MEDIA	\$9,244.43		\$9,244.43
REIMBURSEMENTS	\$6,229.64		\$6,229.64
SR PROJECTS	\$615.80		\$615.80
TOTAL EXPENDITURES	\$138,965.87	\$0.00	\$138,965.87
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	\$314,748.85	\$2.60	\$314,751.45
OTHER FINANCING SOURCES (USES)			
**Tansfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00		\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	\$314,748.85	\$2.60	\$314,751.45
FUND BALANCES, BEGINNING OF MONTH	\$503,987.50	\$3,100.31	\$507,087.81
END OF MONTH	\$818,736.35	\$3,102.91	\$821,839.26

Beginning balance correction. Check #5261 Gallagher was entered as \$2,000 instead of \$1,500. Added \$500 to beginning balance.



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH APRIL 30, 2023

	BUDGETED AMOUNTS			Variance	Balance
	Original	Final	Actual	With Final Budget	%
REVENUES					
PROPERTY TAXES	\$2,437,109.03	\$2,437,109.03	\$1,263,536.63	\$1,173,572.40	51.85%
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	\$976.60	\$1,523.40	39.06%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$350.53	\$1,449.47	19.47%
Miscellaneous	\$2,200.00	\$2,200.00	\$1,493.16	\$706.84	67.87%
COPIER	\$4,000.00	\$4,000.00	\$1,628.60	\$2,371.40	40.72%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$3,115.00	\$3,115.00	\$2,337.65	\$777.35	75.04%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$6,146.46	\$4,853.54	55.88%
Miscellaneous	\$5,000.00	\$5,000.00	\$2,764.95	\$2,235.05	55.30%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$210.00	\$790.00	21.00%
Annual Fundraising	\$15,000.00	\$15,000.00	\$251.81	\$14,748.19	1.68%
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	\$1,309,643.06	\$1,217,881.27	51.82%
PERSONNEL SERVICES					
Operational Salaries	\$925,004.53	\$925,004.53	\$284,339.85	-\$640,664.68	-69.26%
Employee Benefits	\$269,144.00	\$269,144.00	\$87,456.96	-\$181,687.04	-67.51%
Staff & Board Development	\$10,500.00	\$10,500.00	\$2,287.31	-\$8,212.69	-78.22%
CONTRACTUAL SERVICES	\$180,400.05	\$180,400.05	\$49,251.91	-\$131,148.14	-72.70%
BUILDING MAINTENANCE	\$43,539.20	\$43,539.20	\$12,225.45	-\$31,313.75	-71.92%
INSURANCE	\$24,222.00	\$24,222.00	\$20,264.05	-\$3,957.95	-16.34%
UTILITIES	\$13,750.00	\$13,750.00	\$2,767.69	-\$10,982.31	-79.87%
SUPPLIES	\$25,638.25	\$25,638.25	\$7,918.72	-\$17,719.53	-69.11%
CAPITAL EXPENSES	\$778,000.00	\$778,000.00	\$436,939.02	-\$341,060.98	-43.84%
MEDIA	\$175,815.00	\$175,815.00	\$56,133.57	-\$119,681.43	-68.07%
REIMBURSEMENTS	\$34,800.30	\$34,800.30	\$24,824.31	-\$9,975.99	-28.67%
SR PROJECTS	\$46,711.00	\$46,711.00	\$112,434.17	\$65,723.17	140.70%
TOTAL EXPENDITURES	\$2,527,524.33	\$2,527,524.33	\$1,096,843.01	-\$1,430,681.32	-56.60%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	\$212,800.05	-\$212,800.05	
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			\$212,800.05		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$816,169.16		
			-\$734,050.69		



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF APRIL 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES						
OPERATIONAL SALARIES						
4311	SALARIED EMPLOYEES	\$727,971.95	\$55,484.16	\$226,958.43	\$501,013.52	68.82%
4312	HOURLY EMPLOYEES	\$191,532.58	\$14,808.67	\$57,381.42	\$134,151.16	70.04%
4313	ADDITIONAL COMPENSATION	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%
TOTAL OPERATIONAL SALARIES		\$925,004.53	\$70,292.83	\$284,339.85	\$640,664.68	69.26%
EMPLOYEE BENEFITS						
4331	ILL. MUNI. RETIREMENT FUND	\$68,192.80	\$5,198.92	\$21,291.64	\$46,901.16	68.78%
4332	SOCIAL SECURITY - FICA	\$70,342.10	\$5,261.07	\$21,318.98	\$49,023.12	69.69%
4333	INSURANCE	\$129,609.10	\$10,740.85	\$43,974.05	\$85,635.05	66.07%
4334	CLOTHING	\$1,000.00	\$872.29	\$872.29	\$127.71	12.77%
TOTAL EMPLOYEE BENEFITS		\$269,144.00	\$22,073.13	\$87,456.96	\$181,687.04	67.51%
STAFF & BOARD DEVELOPMENT						
4351	MEMBERSHIP FEES	\$2,200.00	\$0.00	\$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	\$670.00	\$1,285.00	\$3,715.00	74.30%
4355	SUPPORT STAFF	\$1,000.00	\$160.00	\$427.58	\$572.42	57.24%
4356	MILEAGE REIMBURSEMENT	\$1,000.00	\$25.28	\$70.73	\$929.27	92.93%
TOTAL STAFF & BOARD DEVELOPMENT		\$10,500.00	\$855.28	\$2,287.31	\$8,212.69	78.22%
GROUP TOTAL PERSONNEL SERVICES		\$1,204,648.53	\$93,221.24	\$374,084.12	\$830,564.41	68.95%
CONTRACTUAL SERVICES						
PROFESSIONAL SERVICES						
4361	AUDIT FEES	\$6,830.00	\$0.00	\$4,830.00	\$2,000.00	29.28%
4362	LEGAL FEES	\$2,000.00	\$45.00	\$428.30	\$1,571.70	78.59%
4363	PROFESSIONAL FEES	\$3,500.00	\$0.00	\$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	\$365.00	\$1,570.00	\$2,840.00	64.40%
TOTAL PROFESSIONAL SERVICES		\$20,240.00	\$410.00	\$7,455.12	\$12,784.88	63.17%
OUTSIDE SERVICES						
4412	PAYROLL SERVICES	\$4,800.00	\$364.94	\$1,740.97	\$3,059.03	63.73%
4414	ALARM	\$3,226.00	\$0.00	\$990.00	\$2,236.00	69.31%
4416	MAINTENANCE	\$39,000.00	\$2,903.62	\$12,487.18	\$26,512.82	67.98%
4417	SWAN	\$28,619.00	\$7,154.75	\$14,309.50	\$14,309.50	50.00%
4418	TECHNOLOGY	\$32,000.00	\$0.00	\$355.54	\$31,644.46	98.89%
TOTAL OUTSIDE SERVICES		\$107,645.00	\$10,423.31	\$29,883.19	\$77,761.81	72.24%
PRINTING						
4424	NEWSLETTER PRINTING	\$17,515.05	\$0.00	\$2,987.80	\$14,527.25	82.94%
TOTAL PRINTING		\$17,515.05	\$0.00	\$2,987.80	\$14,527.25	82.94%
PROGRAMMING						
4451	YOUTH & TEEN PROGRAMMING	\$10,000.00	\$848.44	\$2,385.66	\$7,614.34	76.14%
4452	PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$1,006.98	\$3,842.45	\$9,157.55	70.44%
4454	GENERAL PROGRAMMING	\$9,000.00	\$399.44	\$2,486.37	\$6,513.63	72.37%
TOTAL PROGRAMMING		\$32,000.00	\$2,254.86	\$8,714.48	\$23,285.52	72.77%
PUBLIC RELATIONS						
4461	Public Relations	\$3,000.00	\$0.00	\$211.32	\$2,788.68	92.96%
TOTAL PUBLIC RELATIONS		\$3,000.00	\$0.00	\$211.32	\$2,788.68	92.96%
GROUP TOTAL CONTRACTUAL SERVICES		\$180,400.05	\$13,088.17	\$49,251.91	\$131,148.14	72.70%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF APRIL 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE						
REPAIRS & MAINTENANCE						
4431	PEST CONTROL	\$856.68	\$64.90	\$259.60	\$597.08	69.70%
4432	HEATING/COOLING SERVICE	\$12,000.00	\$4,136.00	\$4,136.00	\$7,864.00	65.53%
4434	BUILDING REPAIRS	\$9,000.00	\$1,895.42	\$2,846.86	\$6,153.14	68.37%
4436	LAWN MAINTENANCE	\$7,500.00	\$912.83	\$912.83	\$6,587.17	87.83%
4437	SNOW REMOVAL	\$6,364.04	\$0.00	\$1,544.00	\$4,820.04	75.74%
TOTAL REPAIRS & MAINTENANCE		\$35,720.72	\$7,009.15	\$9,699.29	\$26,021.43	72.85%
EQUIPMENT MAINTENANCE						
4531	COPIER	\$7,578.48	\$631.54	\$2,526.16	\$5,052.32	66.67%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE		\$7,818.48	\$631.54	\$2,526.16	\$5,292.32	67.69%
GROUP TOTAL BUILDING MAINTENANCE		\$43,539.20	\$7,640.69	\$12,225.45	\$31,313.75	71.92%
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	\$0.00	\$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	\$267.74	\$891.53	\$1,108.47	55.42%
4475	INTERNET/LOCAL AREA NET	\$7,000.00	\$526.51	\$1,579.53	\$5,420.47	77.44%
GROUP TOTAL UTILITIES		\$13,750.00	\$794.25	\$2,767.69	\$10,982.31	79.87%
SUPPLIES						
OFFICE SUPPLIES						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$0.00	\$114.04	\$885.96	88.60%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$201.67	\$494.52	\$1,005.48	67.03%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$160.00	\$450.07	\$2,749.93	85.94%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$223.54	\$1,827.14	\$4,172.86	69.55%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$620.59	\$2,059.90	\$990.10	32.46%
4518	LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$151.07	\$226.61	\$973.39	81.12%
TOTAL OFFICE SUPPLIES		\$16,950.00	\$1,356.87	\$5,172.28	\$11,777.72	69.49%
JANITORIAL/CLEANING SUPPLIES						
4541	MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$435.76	\$1,281.14	\$3,168.86	71.21%
TOTAL JANITORIAL/CLEANINGSUPPLIES		\$4,450.00	\$435.76	\$1,281.14	\$3,168.86	71.21%
MAILING EXPENSES & FEES						
4551	POSTAGE & HANDLING	\$600.00	\$0.00	\$165.30	\$434.70	72.45%
4553	BULK FEES & PERMITS	\$3,638.25	\$650.00	\$1,300.00	\$2,338.25	64.27%
TOTAL OFFICE EXPENSE		\$4,238.25	\$650.00	\$1,465.30	\$2,772.95	65.43%
GROUP TOTAL SUPPLIES		\$25,638.25	\$2,442.63	\$7,918.72	\$17,719.53	69.11%
CAPITAL EXPENSES						
4631	SPECIAL RESERVES REPLENISHMENT	\$778,000.00	\$5,689.02	\$436,939.02	\$341,060.98	43.84%
GROUP TOTAL CAPITAL EXPENSES		\$778,000.00	\$5,689.02	\$436,939.02	\$341,060.98	43.84%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF APRIL 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES						
4710A	DATABASES - Adult	\$27,000.00	\$0.00	\$7,199.58	\$19,800.42	73.33%
4710B	DATABASES - Youth	\$6,000.00	\$0.00	\$850.00	\$5,150.00	85.83%
4711	PERIODICALS	\$14,500.00	\$493.48	\$1,807.92	\$12,692.08	87.53%
4712	CONTINUATIONS	\$600.00	\$77.82	\$77.82	\$522.18	87.03%
4714	LARGE PRINT	\$5,500.00	\$364.17	\$954.03	\$4,545.97	82.65%
4715	BOOKS - Adult	\$32,300.00	\$2,465.59	\$13,234.28	\$19,065.72	59.03%
4716	BOOKS - Youth	\$33,000.00	\$2,612.76	\$8,759.38	\$24,240.62	73.46%
4717	VIDEOS - Adult	\$4,500.00	\$387.56	\$802.60	\$3,697.40	82.16%
4718	VIDEOS - Youth	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$67.40	\$436.53	\$1,563.47	78.17%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$127.08	\$127.08	\$3,122.92	96.09%
4721	SOFTWARE	\$9,000.00	\$993.48	\$3,108.62	\$5,891.38	65.46%
4722	REALIA	\$300.00	\$0.00	\$0.00	\$300.00	100.00%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$212.37	\$212.37	\$1,087.63	83.66%
4724	MUSIC - Adult	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
4725A	E-BOOKS - Adult	\$10,000.00	\$758.61	\$5,812.91	\$4,187.09	41.87%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$684.11	\$5,385.45	\$7,614.55	58.57%
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	\$9,244.43	\$56,133.57	\$119,681.43	68.07%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$5,000.00	\$1,072.60	\$2,433.75	\$2,566.25	51.33%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$4,800.00	\$16,720.00	\$1,080.30	6.07%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$310.04	\$5,198.00	\$5,802.00	52.75%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$47.00	\$472.56	\$527.44	52.74%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$34,800.30	\$6,229.64	\$24,824.31	\$9,975.99	28.67%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$46,711.00	\$615.80	\$112,434.17	-\$65,723.17	-140.70%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$46,711.00	\$615.80	\$112,434.17	-\$65,723.17	
TOTAL EXPENDITURES		\$2,527,524.33	\$138,965.87	\$1,096,843.01	\$1,430,681.32	56.60%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
APRIL 2023

Type	Date	Num	Memo	Account	Amount
AV Tech Source					
04/06/2023	Check	5275	Invoice 12574 Change Order	7001 Special Reserves Projects	\$615.80
Total for AV Tech Source					\$615.80
Adducci Vega Financial Group, LLC					
04/10/2023	Check	5280	03 Mar Bank Reconciliations	4365 Accountant	\$365.00
Total for Adducci Vega Financial Group, LLC					\$365.00
Anderson Pest Solutions					
04/10/2023	Check	5278	04 April 23	4431 Pest Control	\$64.90
Total for Anderson Pest Solutions					\$64.90
At&T - Fiber Line					
04/04/2023	Check	5266	Monthly Fee	4475 Internet	\$877.52
04/04/2023	Check	5266	eRate Credit	4475 Internet	-\$351.01
Total for At&T - Fiber Line					\$526.51
Baker & Taylor C205293 Continuations					
04/05/2023	Check	BT PORTAL	2037416858	4712 Continuations	\$77.82
Total for Baker & Taylor C205293 Continuations					\$77.82
Baker & Taylor L425812 Youth Audio					
04/05/2023	Check	BT PORTAL	2037425500	4720 Audiobooks/Playaways - Youth	\$127.08
Total for Baker & Taylor L425812 Youth Audio					\$127.08
Baker & Taylor L4361272 Large Print					
04/05/2023	Check	BT PORTAL	2037387006	4714 Large Print Books	\$18.09
04/05/2023	Check	BT PORTAL	2037413495	4714 Large Print Books	\$37.39
Total for Baker & Taylor L4361272 Large Print					\$55.48
Baker & Taylor L4382582 Adult Audio					
04/05/2023	Check	BT PORTAL	2037374705	4719 Audiobooks/Playaways - Adult	\$23.19
04/05/2023	Check	BT PORTAL	2037402259	4719 Audiobooks/Playaways - Adult	\$44.21
Total for Baker & Taylor L4382582 Adult Audio					\$67.40
Baker & Taylor L5040682 Adult Books					
04/05/2023	Check	BT PORTAL	2037368518	4715 Books - Adult	\$385.38
04/05/2023	Check	BT PORTAL	2038384342	4715 Books - Adult	\$1,340.18
04/05/2023	Check	BT PORTAL	2037399396	4715 Books - Adult	\$380.34
04/05/2023	Check	BT PORTAL	2037412200	4715 Books - Adult	\$359.69
04/05/2023	Check	BT PORTAL	Pre processing fee	4515 Technical Services - Supplies	\$68.82
Total for Baker & Taylor L5040682 Adult Books					\$2,534.41
Baker & Taylor L5346512 Youth Books					
04/05/2023	Check	BT PORTAL	0003278946	4716 Books - Youth	-\$35.64
04/05/2023	Check	BT PORTAL	2037365714	4716 Books - Youth	\$216.49
04/05/2023	Check	BT PORTAL	2037399264	4716 Books - Youth	\$226.01
04/05/2023	Check	BT PORTAL	2037381449	4716 Books - Youth	\$307.12
04/05/2023	Check	BT PORTAL	2037356567	4716 Books - Youth	\$1,898.78
04/05/2023	Check	BT PORTAL	Pre processing fee	4515 Technical Services - Supplies	\$119.14
Total for Baker & Taylor L5346512 Youth Books					\$2,731.90



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL APRIL 2023

Type	Date	Num	Memo	Account	Amount
Baker & Taylor L5394112 Gift Fund					
04/05/2023	Check	BT PORTAL	HOGAN-PHWC	4906a Reimb. - Restricted Donations	\$22.61
04/05/2023	Check	BT PORTAL	JUSTYN-PHWC	4906a Reimb. - Restricted Donations	\$24.39
Total for Baker & Taylor L5394112 Gift Fund					\$47.00
C.J. Erickson Plumbing Co.					
04/19/2023	Check	5286	1st floor men's rooms faucet sensor repair	4434 Building Repairs	\$387.50
Total for C.J. Erickson Plumbing Co.					\$387.50
CDW Government, Inc.					
04/17/2023	Check	5281	Flash drives 64gb (20)	4900 Miscellaneous - Reimbursements	\$99.60
Total for CDW Government, Inc.					\$99.60
CENGAGE/Gale Learning					
04/05/2023	Check	5267	80866342	4714 Large Print Books	\$26.39
04/05/2023	Check	5267	80866505	4714 Large Print Books	\$89.57
04/05/2023	Check	5267	80897328	4714 Large Print Books	\$86.37
04/05/2023	Check	5267	80904911	4714 Large Print Books	\$48.78
04/05/2023	Check	5267	80936340	4714 Large Print Books	\$57.58
Total for CENGAGE/Gale Learning					\$308.69
CIT					
04/10/2023	Check	5277	41929933	4531 Copier	\$631.54
Total for CIT					\$631.54
ComEd					
04/06/2023	Check	5274	02 Feb and 03 March	4631 Special Reserves Replenishment	\$5,689.02
Total for ComEd					\$5,689.02
Cosmopolitan Building Services					
04/05/2023	Check	5271	04 April Janitorial Services	4416 Maintenance	\$2,722.50
Total for Cosmopolitan Building Services					\$2,722.50
Demco					
04/20/2023	Check	5288	SRP Bookmarks 600	4451 Youth & Teen Programming	\$50.22
Total for Demco					\$50.22
Dependable Building Maintenance Svc LLC					
04/06/2023	Check	5273	Window caulking 1st fl North	4434 Building Repairs	\$413.62
Total for Dependable Building Maintenance Svc LLC					\$413.62
GT Mechanical					
04/17/2023	Expense	ACH GT	Maintenance Agreement 2 of 2	4432 Heating/Cooling Service	\$2,261.00
04/19/2023	Expense	ACH GT	Repair leak on IT AC #2	4432 Heating/Cooling Service	\$1,875.00
Total for GT Mechanical					\$4,136.00
Goddard, Leslie					
04/03/2023	Check	5262	4.11.23 Julia Child	4452 Public Services Programming	\$400.00
Total for Goddard, Leslie					\$400.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL APRIL 2023

Type	Date	Num	Memo	Account	Amount
Ginger Gypsy Face Painting					
04/03/2023	Adjustment	Adjustment	Check returned uncashed	4451 Youth & Teen Programming	-\$150.00
Total for Goddard, Leslie					-\$150.00
IMRF					
04/28/2023	Expense	IMRF PORTAL	Employee IMRF PT	2054 PT -Employee Contribution IMRF	\$76.92
04/28/2023	Expense	IMRF PORTAL	VIMRF	2055 Employee Paid Vol. IMRF	\$497.84
04/28/2023	Expense	IMRF PORTAL	Employee IMRF FT	2053 Employee Contribution IMRF	\$2,496.80
04/28/2023	Expense	IMRF PORTAL	04 April 23	4331 IMRF Ill. Muni. Ret. Fund	\$5,198.92
Total for IMRF					\$8,270.48
Klein, Thorpe And Jenkins					
04/06/2023	Check	5272	Services through 2/28/23	4362 Legal Fees	\$45.00
Total for Klein, Thorpe And Jenkins					\$45.00
LIMRiCC-Employees					
04/10/2023	Check	ACH LIM	04 April Health Benefits	4333 Insurance	\$10,752.20
04/10/2023	Check	ACH LIM	Ruszala additional	2050 Employee Paid LIMRiCC	\$996.00
04/10/2023	Check	ACH LIM	EE Dental	2050 Employee Paid LIMRiCC	\$415.00
04/10/2023	Check	ACH LIM	EE Vision	2050 Employee Paid LIMRiCC	\$66.92
04/10/2023	Check	ACH LIM	EE Vliffe	2050 Employee Paid LIMRiCC	\$42.85
04/10/2023	Check	ACH LIM	Kacmar - Retiree Health	4900 Miscellaneous - Reimbursements	\$973.00
04/10/2023	Check	ACH LIM	Adjustment previous month	4333 Insurance	-\$11.35
Total for LIMRiCC-Employees					\$13,234.62
Lucas Color Card					
04/03/2023	Check	5264	CPO1602 Color Library Cards 2,092	4516 Circulation - Supplies	\$620.59
Total for Lucas Color Card					\$620.59
Midwest Tape					
04/05/2023	Check	5268	Oscar Program drawing	4452 Public Services Programming	\$48.73
04/05/2023	Check	5269	503476952	4717 Videos - Adult	\$212.16
04/05/2023	Check	5269	503507778	4717 Videos - Adult	\$61.47
04/05/2023	Check	5269	503541423	4717 Videos - Adult	\$87.69
04/05/2023	Check	5269	Pre processing fee	4515 Technical Services - Supplies	\$37.32
04/05/2023	Check	5270	503476951	4717 Videos - Adult	\$26.24
04/05/2023	Check	5270	Pre processing fee	4515 Technical Services - Supplies	\$3.98
Total for Midwest Tape					\$477.59
NIR Roof Care, Inc					
04/03/2023	Check	5265	Frozen downspout	4434 Building Repairs	\$885.00
Total for NIR Roof Care, Inc					\$885.00
Old National Bank - Visa					
04/05/2023	Check	VISA PORTAL	Adobe/Zoom/stamps.com	4721 Software	\$187.98
04/05/2023	Check	VISA PORTAL	Staff Apparel	4334 Staff Apparel	\$872.29
04/05/2023	Check	VISA PORTAL	Reaching Forward	4354 Professional Staff	\$670.00
04/05/2023	Check	VISA PORTAL	Reaching Forward - N. Balk	4355 Support Staff	\$160.00
04/05/2023	Check	VISA PORTAL	Flashlights for Staff	4434 Building Repairs	\$209.30
04/05/2023	Check	VISA PORTAL	Amazon Program Supplies March	4451 Youth & Teen Programming	\$323.36



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL APRIL 2023

Type	Date	Num	Memo	Account	Amount
Old National Bank - Visa (con't)					
04/05/2023	Check	VISA PORTAL	Duo/Google Fi/Sip	4474 Telephone/FAX	\$203.70
04/05/2023	Check	VISA PORTAL	Netflix	4451 Youth & Teen Programming	\$15.49
04/05/2023	Check	VISA PORTAL	Spotify 03 March 23	4451 Youth & Teen Programming	\$9.99
04/05/2023	Check	VISA PORTAL	Teen Book Boxes	4451 Youth & Teen Programming	\$503.84
04/05/2023	Check	VISA PORTAL	Program Supplies Popcorn / Turmeric	4452 Public Services Programming	\$16.47
04/05/2023	Check	VISA PORTAL	Dum Dums	4454 General Programming	\$21.50
04/05/2023	Check	VISA PORTAL	Cookies Patron Appreciation Day	4454 General Programming	\$77.94
04/05/2023	Check	VISA PORTAL	Easter Decorations	4512 Youth & Teen - Supplies	\$19.78
04/05/2023	Check	VISA PORTAL	Spring Decorations	4512 Youth & Teen - Supplies	\$181.89
04/05/2023	Check	VISA PORTAL	QB Online Annual Fee	4514 Business Office - Supplies	\$160.00
04/05/2023	Check	VISA PORTAL	Credit for DVD +RW	4515 Technical Services - Supplies	-\$5.72
04/05/2023	Check	VISA PORTAL	Cups lids Sweet N Low	4519 Hospitality - Supplies	\$151.07
04/05/2023	Check	VISA PORTAL	Disinfectant Spray	4541 Maintenance/Cleaning Supplies	\$87.30
04/05/2023	Check	VISA PORTAL	Multi Fold Towels	4541 Maintenance/Cleaning Supplies	\$113.97
04/05/2023	Check	VISA PORTAL	Tribune	4711 Periodicals	\$207.48
04/05/2023	Check	VISA PORTAL	Sun Times	4711 Periodicals	\$286.00
04/05/2023	Check	VISA PORTAL	Video Games March	4723B Video Games - Youth	\$212.37
04/05/2023	Check	VISA PORTAL	Mugs/Mats/Blades Cricut	4904 Reimb. - Friends Book Sales	\$310.04
Total for Old National Bank - Visa					<u>\$4,996.04</u>
Otis Elevator					
04/19/2023	Expense	OTIS PORTAL	Invoice 100401138292	4416 Maintenance	\$181.12
Total for Otis Elevator					<u>\$181.12</u>
OverDrive, Inc.					
04/10/2023	Check	5279	01658CO23113137	4725B E-Audiobooks - Adult	\$684.11
04/10/2023	Check	5279	01658CO23113130	4725A E-Books - Adult	\$758.61
Total for OverDrive, Inc.					<u>\$1,442.72</u>
Paylocity Payroll Billing					
04/07/2023	Check	EFT	--	4412 Payroll Services	\$105.25
04/21/2023	Expense	EFT	--	4412 Payroll Services	\$259.69
Total for Paylocity Payroll Billing					<u>\$364.94</u>
Paylocity Payroll Net					
04/07/2023	Check	EFT	--	4311 Salaried Employees	\$19,640.16
04/07/2023	Check	EFT	--	4312 Hourly Employees	\$6,287.66
04/07/2023	Check	EFT	03 Mar Homebound Deliveries	4356 Mileage Reimbursement	\$25.28
04/21/2023	Expense	EFT	--	4311 Salaried Employees	\$19,848.62
04/21/2023	Expense	EFT	--	4312 Hourly Employees	\$6,070.88
04/21/2023	Expense	EFT	JD Eggs	4451 Youth & Teen Programming	\$24.66
04/21/2023	Expense	EFT	MK Bunnies	4451 Youth & Teen Programming	\$60.88
04/21/2023	Expense	EFT	MK McDonalds Guessing Activity	4451 Youth & Teen Programming	\$10.00
04/21/2023	Expense	EFT	MM Jewel Oscar program	4452 Public Services Programming	\$11.78
04/21/2023	Expense	EFT	MM Jullianni's Trivia prizes	4452 Public Services Programming	\$10.00
Total for Paylocity Payroll Net					<u>\$51,989.92</u>



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL APRIL 2023

Type	Date	Num	Memo	Account	Amount
Paylocity Payroll Taxes					
04/07/2023	Check	EFT --		4311 Salaried Employees	\$5,682.13
04/07/2023	Check	EFT --		4312 Hourly Employees	\$1,253.01
04/07/2023	Check	EFT --		4332 FICA Social Security	\$2,626.63
04/21/2023	Expense	EFT --		4311 Salaried Employees	\$5,797.84
04/21/2023	Expense	EFT --		4312 Hourly Employees	\$1,120.20
04/21/2023	Expense	EFT --		4332 FICA Social Security	\$2,634.44
Total for Paylocity Payroll Taxes					\$19,114.25
Peerless Network, Inc					
04/17/2023	Check	5282	04 April 23	4474 Telephone/FAX	\$64.04
Total for Peerless Network, Inc					\$64.04
Pub Trivia					
04/17/2023	Check	5284	4.17.23 Harvest Room	4452 Public Services Programming	\$125.00
Total for Pub Trivia					\$125.00
Roy Erikson Outdoor Maintenance					
04/06/2023	Check	5276	Lawn Maintenance	4436 Lawn Maintenance	\$906.00
04/06/2023	Check	5276	Temporary energy adjustment	4436 Lawn Maintenance	\$6.83
Total for Roy Erikson Outdoor Maintenance					\$912.83
SWAN					
04/12/2023	Expense	ACH SWAN	Quarterly Fees 4/1/23 to 6/30/23	4417 SWAN/OCLC	\$7,154.75
Total for SWAN					\$7,154.75
Sara's Pony Rides, Inc.					
04/20/2023	Check	5287	6.3.23 Petting Zoo	4454 General Programming	\$300.00
Total for Sara's Pony Rides, Inc.					\$300.00
Severe Weather Information LLC					
04/03/2023	Check	5263	4.6.23 Severe Weather 101	4452 Public Services Programming	\$395.00
Total for Severe Weather Information LLC					\$395.00
Truty, Marcin					
04/06/2023	Check	ACH MT	03 March IT Services	4902 Grants	\$4,800.00
Total for Truty, Marcin					\$4,800.00
U.S. Post Office					
04/24/2023	Check	23026	Newsletter postage	4553 Bulk Fees & Permits	\$650.00
Total for U.S. Post Office					\$650.00
Warehouse Direct					
04/19/2023	Check	5285	Toilet paper (2)	4541 Maintenance/Cleaning Supplies	\$103.66
04/19/2023	Check	5285	Liners large (3)	4541 Maintenance/Cleaning Supplies	\$130.83
Total for Warehouse Direct					\$234.49



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
APRIL 2023

Type	Date	Num	Memo	Account	Amount
Zoobean					
04/17/2023	Check	5283	Beanstack Plus 4.1.23 to 4.9.24	4721 Software	\$805.50
Total for Zoobean					\$805.50

TOTAL CHECKS FOR BOARD APPROVAL

\$138,965.87

7001 SPECIAL RESERVE GROUP DETAILS (INCLUDED IN ABOVE TOTALS)

Check	4/6/2023	5275	AV Tech Source	7001	Special Reserves Projects	\$615.80
Total 7001 - Special Reserves Projects						\$615.80



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION APRIL 30, 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	\$6,903.48	\$495,856.99	\$1,027.03	\$200.00	\$572.09	\$2,528.22	\$507,087.81
WITHDRAWALS	(\$138,965.87)						(\$138,965.87)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$30,000.00	(\$30,000.00)					
	\$65,000.00	(\$65,000.00)					
DEPOSITS	\$173.55	\$361,947.20					\$90,803.04
	\$253.78	\$71,957.46					
	\$973.00	\$10,767.46					
	\$291.20	\$4,143.34					
	\$120.00	\$871.41					
	\$200.00						
	\$825.00						
	\$131.97						
	\$248.42						
	\$20.00						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$1.36	\$785.42	\$4.15	N/A	N/A	\$2.60	\$793.53
ENDING BALANCE	\$26,175.89	\$791,329.28	\$1,031.18	\$200.00	\$572.09	\$2,530.82	\$459,718.51
TOTALS	\$818,736.35 GENERAL FUND				\$3,102.91 SPECIAL RESERVES FUND		\$821,839.26 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.260%	4.871%	N/A	N/A	1.260%	

TOTAL FUND BALANCE MONTH ENDING: APRIL 30, 2023
821,839.26

Beginning balance correction. Check #5261 Gallagher was entered as \$2,000 instead of \$1,500. Added \$500 to beginning balance.

