



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
APRIL 15, 2021

BOARD MOTIONS		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	MARCH	\$108,867.22	6.1 to 6.4
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:	MARCH	\$560.00	6.5
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	3/31/2021	N/A	1



**PALOS HEIGHTS
PUBLIC LIBRARY**

**STATEMENT OF FUND BALANCES
MONTH ENDING - March 31, 2021**

	GENERAL FUND	SPECIAL RESERVE FUND	OTHER GOVERNMENTAL FUNDS	TOTAL
REVENUES				
PROPERTY TAXES	\$529,173.01			\$529,173.01
CORPORATE REPLACEMENT TAX	\$0.00			\$0.00
DIRECT REVENUES				
FRONT DESK				
Fines/Lost/Damaged	\$398.86			\$398.86
Cards	\$482.00			\$482.00
Miscellaneous	\$26.95			\$26.95
COPIER	\$134.30			\$134.30
GRANTS	\$500.00			\$500.00
INTEREST	\$28.45	\$19.41		\$47.86
MISCELLANEOUS REIMBURSEMENTS				
Book Sale	\$194.40			\$194.40
Miscellaneous	\$22.00			\$22.00
DONATIONS / GIFTS				
Restricted				\$0.00
Annual Fundraising	\$500.00			\$500.00
Planned Giving				\$0.00
TOTAL REVENUES	\$531,459.97	\$19.41	\$0.00	\$531,479.38
EXPENDITURES				
PERSONNEL SERVICES				
Operational Salaries	\$62,870.85			\$62,870.85
Employee Benefits	\$19,402.46			\$19,402.46
Staff & Board Development	\$423.06			\$423.06
CONTRACTUAL SERVICES	\$15,749.70			\$15,749.70
BUILDING MAINTENANCE	\$4,667.34			\$4,667.34
INSURANCE	\$0.00			\$0.00
UTILITIES	\$806.46			\$806.46
SUPPLIES	\$1,110.80			\$1,110.80
CAPITAL EXPENSES	\$0.00			\$0.00
MEDIA	\$3,714.70			\$3,714.70
REIMBURSEMENTS	\$121.85			\$121.85
SR PROJECTS	\$0.00	\$560.00		\$560.00
TOTAL EXPENDITURES	\$108,867.22	\$560.00	\$0.00	\$109,427.22
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$422,592.75	-\$540.59	\$0.00	\$422,052.16
OTHER FINANCING SOURCES (USES)				
Transfer in	\$0.00	\$0.00	\$0.00	\$0.00
Transfer out	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	\$422,592.75	-\$540.59	\$0.00	\$422,052.16
FUND BALANCES, BEGINNING OF MONTH	\$564,916.72	\$742,588.49	\$0.00	\$0.00
END OF MONTH	\$987,509.47	\$742,047.90	\$0.00	\$1,729,557.37



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
YTD THROUGH MARCH 31, 2021**

	Budgeted Amounts		Actual	Variance	Balance
	Original	Final		With Final Budget	
REVENUES					
PROPERTY TAXES	\$1,710,765.02	\$1,710,765.02	\$735,398.13	\$975,366.89	42.99%
CORPORATE REPLACEMENT TAX	\$8,350.00	\$8,350.00	\$8,431.04	-\$81.04	100.97%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$5,150.00	\$5,150.00	\$460.86	\$4,689.14	8.95%
Cards	\$1,500.00	\$1,500.00	\$482.00	\$1,018.00	32.13%
Miscellaneous	\$4,200.00	\$4,200.00	\$30.55	\$4,169.45	0.73%
COPIER	\$5,600.00	\$5,600.00	\$183.60	\$5,416.40	3.28%
GRANTS	\$18,459.63	\$18,459.63	\$500.00	\$17,959.63	2.71%
INTEREST	\$5,150.00	\$5,150.00	\$77.31	\$5,072.69	1.50%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$194.40	\$10,805.60	1.77%
Miscellaneous	\$1,200.00	\$1,200.00	\$5,544.80	-\$4,344.80	462.07%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$150.00	\$850.00	15.00%
Annual Fundraising	\$10,000.00	\$10,000.00	\$500.00	\$9,500.00	5.00%
Planned Giving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	\$1,782,374.65	\$1,782,374.65	\$751,952.69	\$1,030,421.96	42.19%
EXPENDITURES					
PERSONNEL SERVICES					
Operational Salaries	\$870,766.30	\$870,766.30	\$186,713.53	-\$684,052.77	-78.56%
Employee Benefits	\$241,002.57	\$241,002.57	\$56,327.95	-\$184,674.62	-76.63%
Staff & Board Development	\$13,400.00	\$13,400.00	\$1,542.50	-\$11,857.50	-88.49%
CONTRACTUAL SERVICES	\$170,365.97	\$170,365.97	\$44,911.60	-\$125,454.37	-73.64%
BUILDING MAINTENANCE	\$49,383.18	\$49,383.18	\$9,123.10	-\$40,260.08	-81.53%
INSURANCE	\$20,425.00	\$20,425.00	\$19,072.00	-\$1,353.00	-6.62%
UTILITIES	\$11,490.00	\$11,490.00	\$1,200.59	-\$10,289.41	-89.55%
SUPPLIES	\$25,440.00	\$25,440.00	\$2,923.27	-\$22,516.73	-88.51%
CAPITAL EXPENSES	\$107,500.00	\$107,500.00	\$0.00	-\$107,500.00	-100.00%
MEDIA	\$180,220.00	\$180,220.00	\$32,034.20	-\$148,185.80	-82.22%
REIMBURSEMENTS	\$34,159.63	\$34,159.63	\$121.85	-\$34,037.78	-99.64%
SR PROJECTS	\$58,222.00	\$58,222.00	\$0.00	-\$58,222.00	-100.00%
TOTAL EXPENDITURES	\$1,782,374.65	\$1,782,374.65	\$353,970.59	-\$1,428,404.06	-80.14%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	\$397,982.10	-\$397,982.10	
OTHER FINANCING USES					
Transfer Out			\$0.00		
Transfer In			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			\$397,982.10		
FUND BALANCE					
BEGINNING OF YEAR			\$742,061.41		
YTD MONTH ENDING			\$1,140,043.51		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH MARCH 2021

	BUDGET 2021	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$625,019.85	\$52,391.48	\$154,938.67	\$470,081.18	75.21%
4312 HOURLY EMPLOYEES	\$240,746.45	\$10,479.37	\$31,774.86	\$208,971.59	86.80%
4313 ADDITIONAL COMPENSATION	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%
TOTAL OPERATIONAL SALARIES	\$870,766.30	\$62,870.85	\$186,713.53	\$684,052.77	78.56%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$79,874.45	\$5,782.32	\$17,388.50	\$62,485.95	78.23%
4332 SOCIAL SECURITY - FICA	\$66,231.12	\$4,638.94	\$12,811.45	\$53,419.67	80.66%
4333 INSURANCE	\$93,397.00	\$8,981.20	\$26,128.00	\$67,269.00	72.02%
4334 CLOTHING	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$241,002.57	\$19,402.46	\$56,327.95	\$184,674.62	76.63%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,400.00	\$0.00	\$652.00	\$1,748.00	72.83%
4352 BOARD DEVELOPMENT	\$800.00	\$198.16	\$198.16	\$601.84	75.23%
4353 ADMINISTRATOR	\$700.00	\$10.00	\$10.00	\$690.00	98.57%
4354 PROFESSIONAL STAFF	\$7,000.00	\$100.00	\$547.18	\$6,452.82	92.18%
4355 SUPPORT STAFF	\$1,000.00	\$100.00	\$100.00	\$900.00	90.00%
4356 MILEAGE REIMBURSEMENT	\$1,500.00	\$14.90	\$35.16	\$1,464.84	97.66%
TOTAL STAFF & BOARD DEVEL.	\$13,400.00	\$423.06	\$1,542.50	\$11,857.50	88.49%
GROUP TOTAL PERSONNEL SERVICES	\$1,125,168.87	\$82,696.37	\$244,583.98	\$880,584.89	78.26%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$6,450.00	\$5,450.00	\$5,450.00	\$1,000.00	15.50%
4362 LEGAL FEES	\$3,000.00	\$220.00	\$550.00	\$2,450.00	81.67%
4363 PROFESSIONAL FEES	\$3,000.00	\$68.83	\$68.83	\$2,931.17	97.71%
4364 APPRAISAL	\$231.00	\$545.00	\$545.00	-\$314.00	-135.93%
4365 ACCOUNTANT	\$3,780.00	\$300.00	\$900.00	\$2,880.00	76.19%
TOTAL PROFESSIONAL SERVICES	\$16,461.00	\$6,583.83	\$7,513.83	\$8,947.17	54.35%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,000.00	\$267.66	\$1,050.07	\$2,949.93	73.75%
4414 ALARM	\$3,650.00	\$810.30	\$1,530.30	\$2,119.70	58.07%
4416 MAINTENANCE	\$39,000.00	\$2,553.98	\$7,661.94	\$31,338.06	80.35%
4417 SWAN	\$24,464.00	\$0.00	\$6,116.00	\$18,348.00	75.00%
4418 TECHNOLOGY	\$31,540.37	\$3,500.79	\$13,551.79	\$17,988.58	57.03%
TOTAL OUTSIDE SERVICES	\$102,654.37	\$7,132.73	\$29,910.10	\$72,744.27	70.86%
PRINTING					
4421 NEWSPAPER/ADVERTISING NOTICES	\$250.00	\$0.00	\$0.00	\$250.00	100.00%
4424 NEWSLETTER PRINTING	\$15,500.60	\$0.00	\$2,646.64	\$12,853.96	82.93%
TOTAL PRINTING	\$15,750.60	\$0.00	\$2,646.64	\$13,103.96	83.20%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$643.14	\$1,826.40	\$8,173.60	81.74%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$1,250.00	\$2,830.99	\$10,169.01	78.22%
4454 GENERAL PROGRAMMING	\$9,000.00	\$0.00	\$43.64	\$8,956.36	99.52%
TOTAL PROGRAMMING	\$32,000.00	\$1,893.14	\$4,701.03	\$27,298.97	85.31%
PUBLIC RELATIONS					
4461 Public Relations	\$3,500.00	\$140.00	\$140.00	\$3,360.00	96.00%
TOTAL PUBLIC RELATIONS	\$3,500.00	\$140.00	\$140.00	\$3,360.00	96.00%
GROUP TOTAL CONTRACTUAL SERVICES	\$170,365.97	\$15,749.70	\$44,911.60	\$125,454.37	73.64%



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH MARCH 2021**

	BUDGET 2021	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
EQUIPMENT MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$756.00	\$61.80	\$185.40	\$570.60	75.48%
4432 HEATING/COOLING SERVICE	\$14,000.00	\$0.00	\$0.00	\$14,000.00	100.00%
4434 BUILDING REPAIRS	\$11,000.00	\$1,125.00	\$1,325.00	\$9,675.00	87.95%
4436 LAWN MAINTENANCE	\$10,000.00	\$0.00	\$0.00		
4437 SNOW REMOVAL	\$5,824.00	\$2,849.00	\$4,305.00	\$1,519.00	26.08%
TOTAL REPAIRS & MAINTENANCE	\$41,580.00	\$4,035.80	\$5,815.40	\$35,764.60	86.01%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$631.54	\$3,307.70	\$4,270.78	56.35%
4533 OTHER EQUIPMENT	\$224.70	\$0.00	\$0.00	\$224.70	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$7,803.18	\$631.54	\$3,307.70	\$4,495.48	57.61%
GROUP TOTAL EQUIPMENT MAINTENANCE	\$49,383.18	\$4,667.34	\$9,123.10	\$40,260.08	81.53%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMR/ICC	\$18,225.00	\$0.00	\$16,930.00	\$1,295.00	7.11%
4443 DISABILITY (WORKMEN'S COMP)	\$2,200.00	\$0.00	\$2,142.00	\$58.00	2.64%
GROUP TOTAL INSURANCE	\$20,425.00	\$0.00	\$19,072.00	\$1,353.00	6.62%
UTILITIES					
4472 WATER	\$2,200.00	\$160.74	\$241.11	\$1,958.89	89.04%
4473 GAS	\$1,900.00	\$0.00	\$0.00	\$1,900.00	100.00%
4474 TELEPHONE/FAX	\$1,890.00	\$189.83	\$478.29	\$1,411.71	74.69%
4475 INTERNET/LOCAL AREA NET	\$5,500.00	\$455.89	\$481.19	\$5,018.81	91.25%
GROUP TOTAL UTILITIES	\$11,490.00	\$806.46	\$1,200.59	\$10,289.41	89.55%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$57.99	\$57.99	\$942.01	94.20%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$0.00	\$63.33	\$1,436.67	95.78%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$153.90	\$178.89	\$3,021.11	94.41%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$346.34	\$510.79	\$5,489.21	91.49%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$96.05	\$140.00	\$2,910.00	95.41%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$250.21	\$250.21	\$949.79	79.15%
TOTAL OFFICE SUPPLIES	\$16,950.00	\$904.49	\$1,201.21	\$15,748.79	92.91%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$206.31	\$1,220.31	\$3,229.69	72.58%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$206.31	\$1,220.31	\$3,229.69	72.58%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$800.00	\$0.00	\$7.80	\$792.20	99.03%
4552 SHIPPING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4553 BULK FEES & PERMITS	\$3,240.00	\$0.00	\$493.95	\$2,746.05	84.75%
TOTAL OFFICE EXPENSE	\$4,040.00	\$0.00	\$501.75	\$3,538.25	87.58%
GROUP TOTAL SUPPLIES	\$25,440.00	\$1,110.80	\$2,923.27	\$22,516.73	88.51%



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH MARCH 2021**

	BUDGET 2021	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
CAPITAL EXPENSES					
CAPITAL EQUIPMENT					
4611 FURNITURE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4612 LIBRARY EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4614 OTHER EQUIP./COMPUTERS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL CAPITAL EQUIPMENT	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
BUILDING/ FACILITY IMPROVEMENTS					
4641 BUILDING IMPROVEMENTS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4642 FACILITY IMPROVEMENTS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4643 LANDSCAPING	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
GROUP TOTAL BUILDING/FACILITY IMPROVEMENTS	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00%
SPECIAL RESERVES REPLENISHMENT					
4631 SPECIAL RESERVES REPLENISHMENT	\$100,000.00	\$0.00	\$0.00	\$100,000.00	100.00%
SPECIAL RESERVES REPLENISHMENT	\$100,000.00	\$0.00	\$0.00	\$100,000.00	100.00%
GROUP TOTAL CAPITAL EXPENSES	\$107,500.00	\$0.00	\$0.00	\$107,500.00	100.00%
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$30,000.00	\$0.00	\$8,539.70	\$21,460.30	71.53%
4710B DATABASES -Youth	\$6,000.00	\$0.00	\$850.00	\$5,150.00	85.83%
4711 PERIODICALS	\$14,500.00	\$1,215.92	\$1,330.84	\$13,169.16	90.82%
4712 CONTINUATIONS	\$600.00	\$72.17	\$72.17	\$527.83	87.97%
4714 LARGE PRINT	\$5,500.00	\$144.74	\$403.89	\$5,096.11	92.66%
4715 BOOKS - Adult	\$32,300.00	\$534.53	\$2,252.10	\$30,047.90	93.03%
4716 BOOKS - Youth	\$33,000.00	\$584.51	\$2,923.80	\$30,076.20	91.14%
4717 VIDEOS - Adult	\$5,500.00	\$290.12	\$290.12	\$5,209.88	94.73%
4718 VIDEOS - Youth	\$2,800.00	\$191.90	\$191.90	\$2,608.10	93.15%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$135.79	\$246.32	\$1,753.68	87.68%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$357.04	\$357.04	\$2,892.96	89.01%
4721 SOFTWARE	\$10,000.00	\$187.98	\$1,278.15	\$8,721.85	87.22%
4722 REALIA	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4723A VIDEO GAMES - Youth	\$800.00	\$0.00	\$0.00	\$800.00	100.00%
4724 MUSIC - Adult	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
4725A E-BOOKS - Adult	\$10,000.00	\$0.00	\$2,594.31	\$7,405.69	74.06%
4725B E-AUDIOBOOKS - ADULT	\$12,000.00	\$0.00	\$3,338.86	\$8,661.14	72.18%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4727 DOWNLOADABLE MUSIC/MOVIES	\$7,770.00	\$0.00	\$7,365.00	\$405.00	5.21%
GROUP TOTAL MEDIA	\$180,220.00	\$3,714.70	\$32,034.20	\$148,185.80	82.22%
MISCELLANEOUS - REIMBURSEMENTS					
4900 REIMBURSEMENTS - MISCELLANEOUS	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
4902 REIMBURSEMENTS - PER CAPITA / OTH	\$18,459.63	\$0.00	\$0.00	\$18,459.63	100.00%
4904 REIMBURSEMENTS FRIENDS - BOOK SA	\$11,000.00	\$0.00	\$0.00	\$11,000.00	100.00%
4906a REIMBURSEMENTS - RESTRICTED DON/	\$1,000.00	\$121.85	\$121.85	\$878.15	87.82%
4906b REIMBURSEMENTS - FUNDRAISING / DI	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$34,159.63	\$121.85	\$121.85	\$34,037.78	99.64%
TOTAL EXPENDITURES	\$1,724,152.65	\$108,867.22	\$353,970.59	\$1,370,182.06	79.47%
7001 SPECIAL RESERVE - PROJECTS	\$58,222.00	\$0.00	\$0.00	\$58,222.00	100.00%
TOTAL EXPENDITURES	\$1,782,374.65	\$108,867.22	\$353,970.59	\$1,428,404.06	80.14%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL

MARCH BILLS

Type	Date	Num	Memo	Account	Amount
Ahlman, Stacey					
Check	03/02/2021	22188	3.16.21 Trivia Night @ Home Virtual Program	4452 · Public Services Programming	\$100.00
Total Ahlman, Stacey					\$100.00
Amazon					
Check	03/03/2021	EFT	16GB Timetec kit	4418 · Technology	\$60.79
Check	03/03/2021	EFT	4451-Spring Programming	4451 · Youth & Teen Programming	\$254.91
Check	03/03/2021	EFT	Privacy screen protector	4511 · Public Services - Supplies	\$57.99
Check	03/03/2021	EFT	Admin supplies	4514 · Business Office - Supplies	\$153.90
Check	03/03/2021	EFT	Tech supplies	4515 · Technical Services - Supplies	\$310.59
Check	03/03/2021	EFT	Privacy screen protector	4516 · Circulation - Supplies	\$49.99
Check	03/03/2021	EFT	Kcups tea, coffee, creamer	4519 · Hospitality - Supplies	\$113.55
Check	03/03/2021	EFT	Keurig Elite replacement	4519 · Hospitality - Supplies	\$136.66
Check	03/03/2021	EFT	Multifold towels	4541 · Maintenance/Cleaning Supplies	\$53.70
Check	03/03/2021	EFT	4715-Calumet Book	4715 · Books - Adult	\$27.94
Check	03/03/2021	EFT	Cowtails giveaways	4516 · Circulation - Supplies	\$46.06
Total Amazon					\$1,266.08
Anderson Pest Solutions					
Check	03/03/2021	22192	03 March Pest Control	4431 · Pest Control	\$61.80
Total Anderson Pest Solutions					\$61.80
Art Excursions, Inc.					
Check	03/02/2021	22186	3.4.21 Virtual Program Frida Kahlo	4452 · Public Services Programming	\$350.00
Total Art Excursions, Inc.					\$350.00
At&T - Fiber Line					
Check	03/02/2021	22185	1.19.21 to 2.18.21	4475 · Internet	\$455.89
Total At&T - Fiber Line					\$455.89
Baker & Taylor C205293 Continuations					
Check	03/04/2021	22207	Invoice 5016736418	4712 · Continuations	\$71.81
Check	03/04/2021	22207	Invoice 5016736418 Shipping	4712 · Continuations	\$0.36
Total Baker & Taylor C205293 Continuations					\$72.17
Baker & Taylor L425812 Youth Audio					
Check	03/04/2021	22208	Invoice 2035771919	4720 · Audiobooks/Playaways - Youth	\$208.38
Check	03/04/2021	22208	Invoice 2035771919 Shipping	4720 · Audiobooks/Playaways - Youth	\$2.08
Check	03/04/2021	22208	Invoice 2035793303	4720 · Audiobooks/Playaways - Youth	\$145.13
Check	03/04/2021	22208	Invoice 2035793303 Shipping	4720 · Audiobooks/Playaways - Youth	\$1.45
Total Baker & Taylor L425812 Youth Audio					\$357.04
Baker & Taylor L4361272 Large Print					
Check	03/04/2021	22205	Invoice 2035757928	4714 · Large Print Books	\$10.80
Check	03/04/2021	22205	Invoice 2035757928 Shipping	4714 · Large Print Books	\$0.05
Check	03/04/2021	22205	Invoice 2035780343	4714 · Large Print Books	\$13.19
Check	03/04/2021	22205	Invoice 2035780343 Shipping	4714 · Large Print Books	\$0.07
Check	03/04/2021	22205	Invoice 2035793890	4714 · Large Print Books	\$36.60
Check	03/04/2021	22205	Invoice 2035793890 Shipping	4714 · Large Print Books	\$0.18
Check	03/04/2021	22205	Invoice 2035793891	4714 · Large Print Books	\$53.99
Check	03/04/2021	22205	Invoice 2035793891 Shipping	4714 · Large Print Books	\$0.27
Total Baker & Taylor L4361272 Large Print					\$115.15
Baker & Taylor L4382582 Adult Audio					
Check	03/04/2021	22206	Invoice 2035760985	4719 · Audiobooks - Adult	\$36.71
Check	03/04/2021	22206	Invoice 2035760985 Shipping	4719 · Audiobooks - Adult	\$0.18
Check	03/04/2021	22206	Invoice 2035782914	4719 · Audiobooks - Adult	\$60.48
Check	03/04/2021	22206	Invoice 2035782914 Shipping	4719 · Audiobooks - Adult	\$0.30
Check	03/04/2021	22206	Invoice 2035808144	4719 · Audiobooks - Adult	\$37.93
Check	03/04/2021	22206	Invoice 2035808144 Shipping	4719 · Audiobooks - Adult	\$0.19
Total Baker & Taylor L4382582 Adult Audio					\$135.79



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL

MARCH BILLS

Type	Date	Num	Memo	Account	Amount
Baker & Taylor L5040682 Adult Books					
Check	03/04/2021	22203	Processing Fee	4515 · Technical Services - Supplies	\$18.85
Check	03/04/2021	22203	Invoice 2035757128	4715 · Books - Adult	\$173.38
Check	03/04/2021	22203	Invoice 2035757128 Shipping	4715 · Books - Adult	\$0.87
Check	03/04/2021	22203	Invoice 2035768293	4715 · Books - Adult	\$129.80
Check	03/04/2021	22203	Invoice 2035768293 Shipping	4715 · Books - Adult	\$0.65
Check	03/04/2021	22203	Invoice 2035781844	4715 · Books - Adult	\$200.89
Check	03/04/2021	22203	Invoice 2035781844 Shipping	4715 · Books - Adult	\$1.00
Total Baker & Taylor L5040682 Adult Books					\$525.44
Baker & Taylor L5346512 Youth Books					
Check	03/04/2021	22204	Processing Fee	4515 · Technical Services - Supplies	\$16.90
Check	03/04/2021	22204	Invoice 2035754072	4716 · Books - Youth	\$285.19
Check	03/04/2021	22204	Invoice 2035770837	4716 · Books - Youth	\$299.32
Total Baker & Taylor L5346512 Youth Books					\$601.41
Baker & Taylor L5394112 Gift Fund					
Check	03/04/2021	22209	Invoice 2035793944 Boonstra-OHNG	4906a · Restricted Donations - Reimb.	\$121.85
Total Baker & Taylor L5394112 Gift Fund					\$121.85
Call One					
Check	03/16/2021	22212	03.15.21 to 04.14.21	4474 · Telephone/FAX	\$68.01
Total Call One					\$68.01
CENGAGE/Gale Learning					
Check	03/04/2021	22201	Invoice 73690490	4714 · Large Print Books	\$29.59
Total CENGAGE/Gale Learning					\$29.59
CIT					
Check	03/03/2021	22195	Copier Lease Month 8 of 63 Inv. 37347432	4531 · Copier	\$631.54
Total CIT					\$631.54
City of Palos Hts - Miscellaneous					
Check	03/16/2021	22213	Adopt A Pot	4461 · Public Relations	\$80.00
Total City of Palos Hts - Miscellaneous					\$80.00
City of Palos Hts. - Water Bill					
Check	03/03/2021	22193	12.29.20 to 1.29.21	4472 · Water	\$80.37
Check	03/17/2021	22217	1.29.21 to 3.1.21	4472 · Water	\$80.37
Total City of Palos Hts. - Water Bill					\$160.74
Cosmopolitan Building Services					
Check	03/03/2021	22194	03 March Cleaning Services	4416 · Maintenance	\$2,356.20
Total Cosmopolitan Building Services					\$2,356.20
First Midwest Bank - Visa					
Check	03/11/2021	22211	Domain and Web Hosting Board Website	4352 · Board Development	\$198.16
Check	03/11/2021	22211	02 Feb Spotify Monthly Fee	4451 · Youth & Teen Programming	\$9.99
Check	03/11/2021	22211	InService Day Lunch gift card	4353 · Administrator	\$10.00
Check	03/11/2021	22211	InService Day Lunch gift card	4354 · Professional Staff	\$100.00
Check	03/11/2021	22211	InService Day Lunch gift card	4355 · Support Staff	\$100.00
Check	03/11/2021	22211	02 Feb TMobile monthly fee SIP Fee	4474 · Telephone/FAX	\$121.82
Check	03/11/2021	22211	New hire background check	4363 · Consultant Fees	\$68.83
Check	03/11/2021	22211	Road Scholar Program by Henry Cervantes	4452 · Public Services Programming	\$75.00
Check	03/11/2021	22211	02 Feb Stamps.com monthly fee	4721 · Software	\$17.99
Check	03/11/2021	22211	Netflix PS YTS split cost	4451 · Youth & Teen Programming	\$17.99
Check	03/11/2021	22211	02 Southtown, Tribune,	4711 · Periodicals	\$15.92
Check	03/11/2021	22211	02 Zoom/Adobe fee	4721 · Software	\$169.99
Check	03/11/2021	22211	Salt and salt spreader hand held	4541 · Maintenance/Cleaning Supplies	\$69.90
Check	03/11/2021	22211	Palmer plate/In memory of Joe Taylor UCP Seguin	4461 · Public Relations	\$60.00
Check	03/11/2021	22211	Ice Melt Tablets	4541 · Maintenance/Cleaning Supplies	\$82.71
Total First Midwest Bank - Visa					\$1,118.30



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL

MARCH BILLS

Type	Date	Num	Memo	Account	Amount
Folding Partition Services, Inc					
Check	03/02/2021	22184	Maintenance glass folding doors computer lab	4434 · Building Repairs	\$400.00
Total Folding Partition Services, Inc					\$400.00
French Battlefields					
Check	03/02/2021	22191	3.23.21 Virtual Program Spy vs Spy	4452 · Public Services Programming	\$175.00
Total French Battlefields					\$175.00
Happy Birds					
Check	03/02/2021	22190	3.20.21 Virtual Program Bird education	4451 · Youth & Teen Programming	\$335.00
Total Happy Birds					\$335.00
House Painter Media, LLC					
Check	03/02/2021	22187	3.9.21 Virtual Program Harley Bradley House	4452 · Public Services Programming	\$250.00
Total House Painter Media, LLC					\$250.00
IMRF					
Check	03/31/2021	EFT	Vol. Life	2055 · Employee Paid Vol. IMRF	\$1,411.84
Check	03/31/2021	EFT	IMRF 4.5%	2053 · FT- Employee Contribution IMRF	\$2,335.42
Check	03/31/2021	EFT	IMRF 4.5%	2054 · PT -Employee Contribution IMRF	\$128.67
Check	03/31/2021	EFT	IMRF 10.56%	4331 · IMRF III. Muni. Ret. Fund	\$5,782.32
Total IMRF					\$9,658.25
Industrial Appraisal					
Check	03/18/2021	22216	Insurable Values 12/31/2020	4364 · Appraisal Fees	\$310.00
Check	03/18/2021	22216	Property Record Report 12/31/2020	4364 · Appraisal Fees	\$235.00
Total Industrial Appraisal					\$545.00
Klein, Thorpe And Jenkins					
Check	03/16/2021	22214	E-Signatures/Audit	4362 · Legal Fees	\$220.00
Total Klein, Thorpe And Jenkins					\$220.00
Lauterbach & Amen, LLP					
Check	03/03/2021	22210	2020 Audit Progress Billing	4361 · Audit Fees	\$5,450.00
Total Lauterbach & Amen, LLP					\$5,450.00
LIMRiCC-Employees					
Check	03/03/2021	22196	03 March Billing	2050 · Employee Paid LIMRiCC	\$412.48
Check	03/03/2021	22196	03 March Billing	4333 · Insurance	\$8,981.20
Total LIMRiCC-Employees					\$9,393.68
Lynch, Terrence					
Check	03/02/2021	22189	3.18.21 Virtual Program Hindenburg Disaster	4452 · Public Services Programming	\$300.00
Total Lynch, Terrence					\$300.00
MarchOne Electrical Design					
Check	03/18/2021	22218	Replace Ballast Kit parking lot light pole	4434 · Building Repairs	\$725.00
Total MarchOne Electrical Design					\$725.00
Midwest Tape					
Check	03/04/2021	22200	Invoice 500042705 & 500071393	4717 · Videos - Adult	\$290.12
Check	03/04/2021	22202	Invoice 500042707	4718 · Videos - Youth	\$191.90
Total Midwest Tape					\$482.02
MMBS & Associates, LTD					
Check	03/03/2021	22198	02 Feb Bank Reconciliations	4365 · Accountant	\$300.00
Total MMBS & Associates, LTD					\$300.00
Otis Elevator					
Check	03/03/2021	22197	03 March Elevator Maintenance	4416 · Maintenance	\$197.78
Total Otis Elevator					\$197.78
OverDrive, Inc.					
Check	03/16/2021	22215	Magazine Content Purchases	4711 · Periodicals	\$1,200.00
Total OverDrive, Inc.					\$1,200.00



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL

MARCH BILLS

Type	Date	Num	Memo	Account	Amount
Paylocity Payroll Billing					
Check	03/09/2021	EFT		4412 · Payroll Services	\$88.89
Check	03/22/2021	EFT		4412 · Payroll Services	\$178.77
Total Paylocity Payroll Billing					\$267.66
Paylocity Payroll Net					
Check	03/12/2021	EFT		4311 · Salaried Employees	\$18,066.59
Check	03/12/2021	EFT		4312 · Hourly Employees	\$3,843.98
Check	03/12/2021	EFT	Mileage JK homebound 2.24.21	4356 · Mileage Reimbursement	\$4.26
Check	03/12/2021	EFT	Mileage MM homebound Feb 4, 8, 22	4356 · Mileage Reimbursement	\$10.64
Check	03/12/2021	EFT	CD Walts Food Peanut Butter Dip program	4451 · Youth & Teen Programming	\$13.27
Check	03/26/2021	EFT		4311 · Salaried Employees	\$18,365.87
Check	03/26/2021	EFT		4312 · Hourly Employees	\$3,998.11
Check	03/26/2021	EFT	LR Oreo Catapultz Additional - Target	4451 · Youth & Teen Programming	\$4.99
Check	03/26/2021	EFT	LR Oreo Catapultz - Target	4451 · Youth & Teen Programming	\$6.99
Total Paylocity Payroll Net					\$44,314.70
Paylocity Payroll Taxes					
Check	03/12/2021	EFT		4311 · Salaried Employees	\$5,596.13
Check	03/12/2021	EFT		4312 · Hourly Employees	\$851.42
Check	03/12/2021	EFT		4332 · FICA Social Security	\$2,276.53
Check	03/26/2021	EFT		4311 · Salaried Employees	\$5,709.33
Check	03/26/2021	EFT		4312 · Hourly Employees	\$868.45
Check	03/26/2021	EFT		4332 · FICA Social Security	\$2,362.41
Check	03/31/2021	EFT		4311 · Salaried Employees	\$493.82
Check	03/31/2021	EFT		4312 · Hourly Employees	\$788.74
Total Paylocity Payroll Taxes					\$18,946.83
Quality Alarm System, Inc.					
Check	03/29/2021	22219	04.01.2021 to 06.30.2021 Alarm Service	4414 · Alarm	\$720.00
Check	03/29/2021	22219	Pro-rate March Starlink Connect new service	4414 · Alarm	\$6.30
Check	03/29/2021	22219	04.01.2021 to 06.30.2021 Starlink Connect Service	4414 · Alarm	\$84.00
Total Quality Alarm System, Inc.					\$810.30
Truty, Marcin					
Check	03/03/2021	22199	02 February IT Services	4418 · Technology	\$3,040.00
Check	03/03/2021	22199	02 February software maint/printing & holds	4418 · Technology	\$400.00
Total Truty, Marcin					\$3,440.00
Everest Snow Maintenance, Inc.					
Check	03/31/2021	22220	Overages for 2002-2021 Season	4418 · Technology	\$2,849.00
Total Everest Snow Maintenance, Inc.					\$2,849.00
TOTAL GENERAL FUND CHECKS FOR BOARD APPROVAL					\$108,867.22



PALOS HEIGHTS
PUBLIC LIBRARY

SPECIAL RESERVE FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL
MARCH BILLS

Type	Date	Num	Memo	Account	Amount
Independent Construction Services					
Check	03/17/2021	307	YTS 1.21.21 DE Board Update	7000 - SPECIAL RESERVES FUND PROJECTS	\$280.00
Check	03/17/2021	307	YTS 2.18.21 DE Board Meeting	7000 - SPECIAL RESERVES FUND PROJECTS	\$280.00
Total Independent Construction Services					\$560.00
TOTAL SPECIAL RESERVE FUND CHECKS FOR BOARD APPROVAL					\$560.00



PALOS HEIGHTS
PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
MARCH 31, 2021

ACCOUNT	GENERAL FUND					SPECIAL RESERVES FUND			TOTAL FUND BALANCE
	FIRST MIDWEST CHECKING	FIRST MIDWEST MONEY MARKET GENERAL	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	IMET RESTRICTED MONEY MARKET	IMET RESTRICTED MONEY MARKET	FIRST MIDWEST BUILDING CONSTRUCTION CHECKING	FIRST MIDWEST MONEY MARKET RESERVE	
Beginning Balance	\$13,175.20	\$524,466.41	\$4,086.99	\$200.00	\$22,988.12	\$7,399.94	\$100.00	\$735,088.55	\$1,307,505.21
Withdrawals	(\$108,867.22)						(\$560.00)		(\$109,427.22)
Transfers	\$40,000.00	(\$40,000.00)					\$560.00	(\$560.00)	\$0.00
	\$25,000.00	(\$25,000.00)							
	\$60,000.00	(\$60,000.00)							
Deposits	\$364.45	\$155,920.26							\$531,431.52
	\$22.00	\$121,701.25							
	\$500.00	\$90,929.29							
	\$500.00	\$89,415.63							
	\$601.77	\$66,129.79							
		\$5,075.26							
Interest Earned	\$0.84	\$21.79	\$0.26	N/A	N/A	N/A	N/A	\$19.41	\$47.86
		\$5.56							
ENDING BALANCE	\$31,567.33	\$928,666.77	\$4,087.25	\$200.00	\$22,988.12	\$7,399.94	\$100.00	\$734,547.96	\$1,729,557.37
TOTALS	\$987,509.47 GENERAL FUND					\$742,047.90 SPECIAL RESERVES FUND			\$1,729,557.37 TOTAL FUND BALANCE
INTEREST RATES	0.02%	0.02%	0.06%	N/A	N/A	N/A	N/A	0.02%	

TOTAL FUND BALANCE MONTH ENDING: MARCH 31, 2021
\$1,729,557.37



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
MAY 20, 2021

BOARD MOTIONS		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	APRIL	\$118,251.35	6.1 to 6.4
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	4/30/2021	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: APRIL 30, 2021

	GENERAL FUND	SPECIAL RESERVE FUND	OTHER GOVERNMENTAL FUNDS	TOTAL
REVENUES				
PROPERTY TAXES	\$84,691.76			\$84,691.76
CORPORATE REPLACEMENT TAX	\$0.00			\$0.00
DIRECT REVENUES				
FRONT DESK				
Fines/Lost/Damaged	\$90.30			\$90.30
Cards	\$2.00			\$2.00
Miscellaneous	\$12.70			\$12.70
COPIER	\$63.00			\$63.00
GRANTS	\$0.00			\$0.00
INTEREST	\$13.94	\$10.82		\$24.76
MISCELLANEOUS REIMBURSEMENTS				
Book Sale	\$94.50			\$94.50
Miscellaneous	\$0.00			\$0.00
DONATIONS / GIFTS				
Restricted	\$0.00			\$0.00
Annual Fundraising	\$0.00			\$0.00
Planned Giving	\$0.00			\$0.00
TOTAL REVENUES	\$84,968.20	\$10.82	\$0.00	\$84,979.02
EXPENDITURES				
PERSONNEL SERVICES				
Operational Salaries	\$61,843.55			\$61,843.55
Employee Benefits	\$19,463.00			\$19,463.00
Staff & Board Development	\$216.24			\$216.24
CONTRACTUAL SERVICES	\$16,846.36			\$16,846.36
BUILDING MAINTENANCE	\$3,057.44			\$3,057.44
INSURANCE	\$0.00			\$0.00
UTILITIES	\$735.28			\$735.28
SUPPLIES	\$2,258.47			\$2,258.47
CAPITAL EXPENSES	\$2,184.50			\$2,184.50
MEDIA	\$11,646.51			\$11,646.51
REIMBURSEMENTS	\$0.00			\$0.00
SR PROJECTS	\$0.00	\$0.00		\$0.00
TOTAL EXPENDITURES	\$118,251.35	\$0.00	\$0.00	\$118,251.35
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$33,283.15	\$10.82	\$0.00	-\$33,272.33
OTHER FINANCING SOURCES (USES)				
Transfer in	\$0.00	\$0.00	\$0.00	\$0.00
Transfer out	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	-\$33,283.15	\$10.82	\$0.00	-\$33,272.33
FUND BALANCES, BEGINNING OF MONTH	\$987,509.47	\$742,047.90	\$0.00	\$0.00
END OF MONTH	\$954,226.32	\$742,058.72	\$0.00	\$1,696,285.04



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
YTD THROUGH APRIL 30, 2021

	Budgeted Amounts		Actual	Variance	Balance %
	Original	Final		With Final Budget	
REVENUES					
PROPERTY TAXES	\$1,710,765.02	\$1,710,765.02	\$820,081.37	\$890,683.65	47.94%
CORPORATE REPLACEMENT TAX	\$8,350.00	\$8,350.00	\$8,431.04	-\$81.04	100.97%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$5,150.00	\$5,150.00	\$551.16	\$4,598.84	10.70%
Cards	\$1,500.00	\$1,500.00	\$484.00	\$1,016.00	32.27%
Miscellaneous	\$4,200.00	\$4,200.00	\$43.25	\$4,156.75	1.03%
COPIER	\$5,600.00	\$5,600.00	\$246.60	\$5,353.40	4.40%
GRANTS	\$18,459.63	\$18,459.63	\$500.00	\$17,959.63	2.71%
INTEREST	\$5,150.00	\$5,150.00	\$99.77	\$5,050.23	1.94%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$288.90	\$10,711.10	2.63%
Miscellaneous	\$1,200.00	\$1,200.00	\$5,544.80	-\$4,344.80	462.07%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$150.00	\$850.00	15.00%
Annual Fundraising	\$10,000.00	\$10,000.00	\$500.00	\$9,500.00	5.00%
Planned Giving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	\$1,782,374.65	\$1,782,374.65	\$836,920.89	\$945,453.76	46.96%
EXPENDITURES					
PERSONNEL SERVICES					
Operational Salaries	\$870,766.30	\$870,766.30	\$248,557.08	-\$622,209.22	-71.46%
Employee Benefits	\$241,002.57	\$241,002.57	\$75,790.95	-\$165,211.62	-68.55%
Staff & Board Development	\$13,400.00	\$13,400.00	\$1,758.74	-\$11,641.26	-86.88%
CONTRACTUAL SERVICES	\$170,365.97	\$170,365.97	\$61,757.96	-\$108,608.01	-63.75%
BUILDING MAINTENANCE	\$49,383.18	\$49,383.18	\$12,180.54	-\$37,202.64	-75.33%
INSURANCE	\$20,425.00	\$20,425.00	\$19,072.00	-\$1,353.00	-6.62%
UTILITIES	\$11,490.00	\$11,490.00	\$1,935.87	-\$9,554.13	-83.15%
SUPPLIES	\$25,440.00	\$25,440.00	\$5,181.74	-\$20,258.26	-79.63%
CAPITAL EXPENSES	\$107,500.00	\$107,500.00	\$2,184.50	-\$105,315.50	-97.97%
MEDIA	\$180,220.00	\$180,220.00	\$43,680.71	-\$136,539.29	-75.76%
REIMBURSEMENTS	\$34,159.63	\$34,159.63	\$121.85	-\$34,037.78	-99.64%
SR PROJECTS	\$58,222.00	\$58,222.00	\$0.00	-\$58,222.00	-100.00%
TOTAL EXPENDITURES	\$1,782,374.65	\$1,782,374.65	\$472,221.94	-\$1,310,152.71	-73.51%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	\$364,698.95	-\$364,698.95	
OTHER FINANCING USES					
Transfer Out			\$0.00		
Transfer In			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			\$364,698.95		
FUND BALANCE					
BEGINNING OF YEAR			\$742,061.41		
YTD MONTH ENDING			\$1,106,760.36		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH APRIL 2021

	BUDGET 2021	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$625,019.85	\$51,897.63	\$206,836.30	\$418,183.55	66.91%
4312 HOURLY EMPLOYEES	\$240,746.45	\$9,945.92	\$41,720.78	\$199,025.67	82.67%
4313 ADDITIONAL COMPENSATION	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%
TOTAL OPERATIONAL SALARIES	\$870,766.30	\$61,843.55	\$248,557.08	\$622,209.22	71.46%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$79,874.45	\$5,782.32	\$23,170.82	\$56,703.63	70.99%
4332 SOCIAL SECURITY - FICA	\$66,231.12	\$4,699.48	\$17,510.93	\$48,720.19	73.56%
4333 INSURANCE	\$93,397.00	\$8,981.20	\$35,109.20	\$58,287.80	62.41%
4334 CLOTHING	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$241,002.57	\$19,463.00	\$75,790.95	\$165,211.62	68.55%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,400.00	\$0.00	\$652.00	\$1,748.00	72.83%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$198.16	\$601.84	75.23%
4353 ADMINISTRATOR	\$700.00	\$49.88	\$59.88	\$640.12	91.45%
4354 PROFESSIONAL STAFF	\$7,000.00	\$144.13	\$691.31	\$6,308.69	90.12%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$100.00	\$900.00	90.00%
4356 MILEAGE REIMBURSEMENT	\$1,500.00	\$22.23	\$57.39	\$1,442.61	96.17%
TOTAL STAFF & BOARD DEVELOPMENT	\$13,400.00	\$216.24	\$1,758.74	\$11,641.26	86.88%
GROUP TOTAL PERSONNEL SERVICES	\$1,125,168.87	\$81,522.79	\$326,106.77	\$799,062.10	71.02%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$6,450.00	\$0.00	\$5,450.00	\$1,000.00	15.50%
4362 LEGAL FEES	\$3,000.00	\$0.00	\$550.00	\$2,450.00	81.67%
4363 PROFESSIONAL FEES	\$3,000.00	\$0.00	\$68.83	\$2,931.17	97.71%
4364 APPRAISAL	\$231.00	\$0.00	\$545.00	-\$314.00	-135.93%
4365 ACCOUNTANT	\$3,780.00	\$300.00	\$1,200.00	\$2,580.00	68.25%
TOTAL PROFESSIONAL SERVICES	\$16,461.00	\$300.00	\$7,813.83	\$8,647.17	52.53%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,000.00	\$252.66	\$1,302.73	\$2,697.27	67.43%
4414 ALARM	\$3,650.00	\$50.00	\$1,580.30	\$2,069.70	56.70%
4416 MAINTENANCE	\$39,000.00	\$2,553.98	\$10,215.92	\$28,784.08	73.81%
4417 SWAN	\$24,464.00	\$6,116.00	\$12,232.00	\$12,232.00	50.00%
4418 TECHNOLOGY	\$31,540.37	\$3,893.13	\$17,444.92	\$14,095.45	44.69%
TOTAL OUTSIDE SERVICES	\$102,654.37	\$12,865.77	\$42,775.87	\$59,878.50	58.33%
PRINTING					
4421 NEWSPAPER/ADVERTISING NOTICES	\$250.00	\$0.00	\$0.00	\$250.00	100.00%
4424 NEWSLETTER PRINTING	\$15,500.60	\$2,646.64	\$5,293.28	\$10,207.32	65.85%
TOTAL PRINTING	\$15,750.60	\$2,646.64	\$5,293.28	\$10,457.32	66.39%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$25.96	\$1,852.36	\$8,147.64	81.48%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$917.99	\$3,748.98	\$9,251.02	71.16%
4454 GENERAL PROGRAMMING	\$9,000.00	\$0.00	\$43.64	\$8,956.36	99.52%
TOTAL PROGRAMMING	\$32,000.00	\$943.95	\$5,644.98	\$26,355.02	82.36%
PUBLIC RELATIONS					
4461 Public Relations	\$3,500.00	\$90.00	\$230.00	\$3,270.00	93.43%
TOTAL PUBLIC RELATIONS	\$3,500.00	\$90.00	\$230.00	\$3,270.00	93.43%
GROUP TOTAL CONTRACTUAL SERVICES	\$170,365.97	\$16,846.36	\$61,757.96	\$108,608.01	63.75%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH APRIL 2021

	BUDGET 2021	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
EQUIPMENT MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$756.00	\$64.90	\$250.30	\$505.70	66.89%
4432 HEATING/COOLING SERVICE	\$14,000.00	\$2,131.00	\$2,131.00	\$11,869.00	84.78%
4434 BUILDING REPAIRS	\$11,000.00	\$0.00	\$1,325.00	\$9,675.00	87.95%
4436 LAWN MAINTENANCE	\$10,000.00	\$0.00	\$0.00		
4437 SNOW REMOVAL	\$5,824.00	\$0.00	\$4,305.00	\$1,519.00	26.08%
TOTAL REPAIRS & MAINTENANCE	\$41,580.00	\$2,195.90	\$8,011.30	\$23,568.70	56.68%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$631.54	\$3,939.24	\$3,639.24	48.02%
4533 OTHER EQUIPMENT	\$224.70	\$230.00	\$230.00	-\$5.30	-2.36%
TOTAL EQUIPMENT MAINTENANCE	\$7,803.18	\$861.54	\$4,169.24	\$3,633.94	46.57%
GROUP TOTAL EQUIPMENT MAINTENANCE	\$49,383.18	\$3,057.44	\$12,180.54	\$27,202.64	55.08%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMR/ICC	\$18,225.00	\$0.00	\$16,930.00	\$1,295.00	7.11%
4443 DISABILITY (WORKMEN'S COMP)	\$2,200.00	\$0.00	\$2,142.00	\$58.00	2.64%
GROUP TOTAL INSURANCE	\$20,425.00	\$0.00	\$19,072.00	\$1,353.00	6.62%
UTILITIES					
4472 WATER	\$2,200.00	\$80.37	\$321.48	\$1,878.52	85.39%
4473 GAS	\$1,900.00	\$0.00	\$0.00	\$1,900.00	100.00%
4474 TELEPHONE/FAX	\$1,890.00	\$186.37	\$664.66	\$1,225.34	64.83%
4475 INTERNET/LOCAL AREA NET	\$5,500.00	\$468.54	\$949.73	\$4,550.27	82.73%
GROUP TOTAL UTILITIES	\$11,490.00	\$735.28	\$1,935.87	\$9,554.13	83.15%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$127.02	\$185.01	\$814.99	81.50%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$0.00	\$63.33	\$1,436.67	95.78%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$116.91	\$295.80	\$2,904.20	90.76%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$730.43	\$1,241.22	\$4,758.78	79.31%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$107.21	\$247.21	\$2,802.79	91.89%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$3.98	\$254.19	\$945.81	78.82%
TOTAL OFFICE SUPPLIES	\$16,950.00	\$1,085.55	\$2,286.76	\$14,663.24	86.51%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$678.97	\$1,899.28	\$2,550.72	57.32%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$678.97	\$1,899.28	\$2,550.72	57.32%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$800.00	\$0.00	\$7.80	\$792.20	99.03%
4552 SHIPPING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4553 BULK FEES & PERMITS	\$3,240.00	\$493.95	\$987.90	\$2,252.10	69.51%
TOTAL OFFICE EXPENSE	\$4,040.00	\$493.95	\$995.70	\$3,044.30	75.35%
GROUP TOTAL SUPPLIES	\$25,440.00	\$2,258.47	\$5,181.74	\$20,258.26	79.63%



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH APRIL 2021**

	BUDGET 2021	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
CAPITAL EXPENSES					
CAPITAL EQUIPMENT					
4611 FURNITURE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4612 LIBRARY EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4614 OTHER EQUIP./COMPUTERS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL CAPITAL EQUIPMENT	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
BUILDING/ FACILITY IMPROVEMENTS					
4641 BUILDING IMPROVEMENTS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4642 FACILITY IMPROVEMENTS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4643 LANDSCAPING	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
GROUP TOTAL BUILDING/FACILITY IMPROVEMENTS	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00%
SPECIAL RESERVES REPLENISHMENT					
4631 SPECIAL RESERVES REPLENISHMENT	\$100,000.00	\$2,184.50	\$2,184.50	\$97,815.50	97.82%
SPECIAL RESERVES REPLENISHMENT	\$100,000.00	\$2,184.50	\$2,184.50	\$97,815.50	97.82%
GROUP TOTAL CAPITAL EXPENSES	\$107,500.00	\$2,184.50	\$2,184.50	\$105,315.50	97.97%
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$30,000.00	\$1,161.50	\$9,701.20	\$20,298.80	67.66%
4710B DATABASES - Youth	\$6,000.00	\$0.00	\$850.00	\$5,150.00	85.83%
4711 PERIODICALS	\$14,500.00	\$15.92	\$1,346.76	\$13,153.24	90.71%
4712 CONTINUATIONS	\$600.00	\$0.00	\$72.17	\$527.83	87.97%
4714 LARGE PRINT	\$5,500.00	\$31.95	\$435.84	\$5,064.16	92.08%
4715 BOOKS - Adult	\$32,300.00	\$2,852.50	\$5,104.60	\$27,195.40	84.20%
4716 BOOKS - Youth	\$33,000.00	\$4,598.80	\$7,522.60	\$25,477.40	77.20%
4717 VIDEOS - Adult	\$5,500.00	\$582.47	\$872.59	\$4,627.41	84.13%
4718 VIDEOS - Youth	\$2,800.00	\$173.12	\$365.02	\$2,434.98	86.96%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$157.49	\$403.81	\$1,596.19	79.81%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$271.74	\$628.78	\$2,621.22	80.65%
4721 SOFTWARE	\$10,000.00	\$227.93	\$1,506.08	\$8,493.92	84.94%
4722 REALIA	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4723A VIDEO GAMES - Youth	\$800.00	\$0.00	\$0.00	\$800.00	100.00%
4724 MUSIC - Adult	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
4725A E-BOOKS - Adult	\$10,000.00	\$730.90	\$3,325.21	\$6,674.79	66.75%
4725B E-AUDIOBOOKS - ADULT	\$12,000.00	\$842.19	\$4,181.05	\$7,818.95	65.16%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4727 DOWNLOADABLE MUSIC/MOVIES	\$7,770.00	\$0.00	\$7,365.00	\$405.00	5.21%
GROUP TOTAL MEDIA	\$180,220.00	\$11,646.51	\$43,680.71	\$136,539.29	75.76%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
4902 PER CAPITA / OTHER GRANTS	\$18,459.63	\$0.00	\$0.00	\$18,459.63	100.00%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$0.00	\$0.00	\$11,000.00	100.00%
4906a RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$121.85	\$878.15	87.82%
4906b FUNDRAISING / DONATIONS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$34,159.63	\$0.00	\$121.85	\$34,037.78	99.64%
TOTAL EXPENDITURES	\$1,724,152.65	\$118,251.35	\$472,221.94	\$1,241,930.71	72.03%
7001 SPECIAL RESERVE - PROJECTS	\$58,222.00	\$0.00	\$0.00	\$58,222.00	100.00%
TOTAL EXPENDITURES	\$1,782,374.65	\$118,251.35	\$472,221.94	\$1,300,152.71	72.94%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
APRIL BILLS

Type	Date	Num	Memo	Account	Amount
Ahlman, Stacey					
Check	04/01/2021	22225	04.20.2021 Trivia Night @ Home Virtual Program	4452 - Public Services Programming	\$100.00
Total Ahlman, Stacey					\$100.00
Amazon					
Check	04/07/2021	EFT	Multifold towels (2)	4541 - Maintenance/Cleaning Supplies	\$59.98
Check	04/07/2021	EFT	Books JB Good to Great & Leaders Eat Last	4353 - Administrator	\$49.88
Check	04/07/2021	EFT	4515-MARSUPPLIES	4515 - Technical Services - Supplies	\$151.04
Check	04/07/2021	EFT	Table legs for desk	4516 - Circulation - Supplies	\$89.99
Check	04/07/2021	EFT	Giveaways curveside	4516 - Circulation - Supplies	\$17.22
Total Amazon					\$368.11
Anderson Pest Solutions					
Check	04/07/2021	22228	04 April Pest Control	4431 - Pest Control	\$64.90
Total Anderson Pest Solutions					\$64.90
At&T - Fiber Line					
Check	04/01/2021	22221	03.19.21 to 04.18.21	4475 - Internet	\$468.54
Total At&T - Fiber Line					\$468.54
Baker & Taylor L425812 Youth Audio					
Check	04/07/2021	22232	Invoice 2035823656	4720 - Audiobooks/Playaways - Youth	\$92.06
Check	04/07/2021	22232	Invoice 2035823656 Shipping	4720 - Audiobooks/Playaways - Youth	\$0.92
Check	04/07/2021	22232	Invoice 2035844447	4720 - Audiobooks/Playaways - Youth	\$126.97
Check	04/07/2021	22232	Invoice 2035844447 Shipping	4720 - Audiobooks/Playaways - Youth	\$1.27
Check	04/07/2021	22232	Invoice 2035872033	4720 - Audiobooks/Playaways - Youth	\$50.02
Check	04/07/2021	22232	Invoice 2035872033 Shipping	4720 - Audiobooks/Playaways - Youth	\$0.50
Total Baker & Taylor L425812 Youth Audio					\$271.74
Baker & Taylor L4361272 Large Print					
Check	04/07/2021	22233	Invoice 2035823654	4714 - Large Print Books	\$31.79
Check	04/07/2021	22233	Invoice 2035823654 Shipping	4714 - Large Print Books	\$0.16
Total Baker & Taylor L4361272 Large Print					\$31.95
Baker & Taylor L4371652 - Book Only Acct					
Check	04/07/2021	22230	Invoice 2035847695	4715 - Books - Adult	\$61.31
Check	04/07/2021	22230	Invoice 2035836079 PS Training books	4354 - Professional Staff	\$94.13
Total Baker & Taylor L4371652 - Book Only Acct					\$155.44
Baker & Taylor L4382582 Adult Audio					
Check	04/07/2021	22231	Invoice 2035819963	4719 - Audiobooks - Adult	\$43.98
Check	04/07/2021	22231	Invoice 2035819963 Shipping	4719 - Audiobooks - Adult	\$0.22
Check	04/07/2021	22231	Invoice 2035841880	4719 - Audiobooks - Adult	\$46.74
Check	04/07/2021	22231	Invoice 2035841880 Shipping	4719 - Audiobooks - Adult	\$0.23
Check	04/07/2021	22231	Invoice 2035867847	4719 - Audiobooks - Adult	\$65.99
Check	04/07/2021	22231	Invoice 2035867847 Shipping	4719 - Audiobooks - Adult	\$0.33
Total Baker & Taylor L4382582 Adult Audio					\$157.49
Baker & Taylor L5040682 Adult Books					
Check	04/07/2021	22229	Invoice 2035794422	4715 - Books - Adult	\$414.87
Check	04/07/2021	22229	Invoice 2035794422 Shipping	4715 - Books - Adult	\$2.07
Check	04/07/2021	22229	Invoice 2035809088	4715 - Books - Adult	\$278.25
Check	04/07/2021	22229	Invoice 2035809088 Shipping	4715 - Books - Adult	\$1.39
Check	04/07/2021	22229	Invoice 2035813532	4715 - Books - Adult	\$894.21
Check	04/07/2021	22229	Invoice 2035813532 Shipping	4715 - Books - Adult	\$4.47
Check	04/07/2021	22229	Invoice 2035824800	4715 - Books - Adult	\$306.16
Check	04/07/2021	22229	Invoice 2035824800 Shipping	4715 - Books - Adult	\$1.53
Check	04/07/2021	22229	Invoice 2035838694	4715 - Books - Adult	\$307.28
Check	04/07/2021	22229	Invoice 2035838694 Shipping	4715 - Books - Adult	\$1.54
Check	04/07/2021	22229	Invoice 2035850774	4715 - Books - Adult	\$388.98
Check	04/07/2021	22229	Invoice 2035850774 Shipping	4715 - Books - Adult	\$1.94
Check	04/07/2021	22229	Invoice 2035860980	4715 - Books - Adult	\$187.56
Check	04/07/2021	22229	Invoice 2035860980 Shipping	4715 - Books - Adult	\$0.94
Check	04/07/2021	22229	Processing Fee	4515 - Technical Services - Supplies	\$98.15
Total Baker & Taylor L5040682 Adult Books					\$2,889.34



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL
APRIL BILLS

Type	Date	Num	Memo	Account	Amount
Baker & Taylor L5346512 Youth Books					
Check	04/07/2021	22234	Processing Fee	4515 - Technical Services - Supplies	\$198.90
Check	04/07/2021	22234	Invoice 2035791678	4716 - Books - Youth	\$696.35
Check	04/07/2021	22234	Invoice 2035791678 Shipping	4716 - Books - Youth	\$3.48
Check	04/07/2021	22234	Invoice 2035789566	4716 - Books - Youth	\$1,015.79
Check	04/07/2021	22234	Invoice 2035789566 Shipping	4716 - Books - Youth	\$5.08
Check	04/07/2021	22234	Invoice 2035788597	4716 - Books - Youth	\$577.91
Check	04/07/2021	22234	Invoice 2035788597 Shipping	4716 - Books - Youth	\$2.89
Check	04/07/2021	22234	Invoice 2035824367	4716 - Books - Youth	\$237.53
Check	04/07/2021	22234	Invoice 2035824367 Shipping	4716 - Books - Youth	\$1.19
Check	04/07/2021	22234	Invoice 2035853625	4716 - Books - Youth	\$1,358.45
Check	04/07/2021	22234	Invoice 2035853625 Shipping	4716 - Books - Youth	\$6.79
Check	04/07/2021	22234	Invoice 2035805666	4716 - Books - Youth	\$339.06
Check	04/07/2021	22234	Invoice 2035805666 Shipping	4716 - Books - Youth	\$1.70
Check	04/07/2021	22234	Invoice 2035866215	4716 - Books - Youth	\$350.83
Check	04/07/2021	22234	Invoice 2035866215 Shipping	4716 - Books - Youth	\$1.75
Total Baker & Taylor L5346512 Youth Books					\$4,797.70
Call One					
Check	04/14/2021	22253	4.12.21 to 5.14.21 Invoice 395796	4474 - Telephone/FAX	\$68.26
Total Call One					\$68.26
CIT					
Check	04/08/2021	22249	Copier Lease Month 9 of 63 Inv. 37533955	4531 - Copier	\$631.54
Total CIT					\$631.54
City of Palos Hts. - Water Bill					
Check	04/19/2021	22255	03.01.21 to 04.01.21	4472 - Water	\$80.37
Total City of Palos Hts. - Water Bill					\$80.37
Cosmopolitan Building Services					
Check	04/07/2021	22235	04 April Cleaning Services	4416 - Maintenance	\$2,356.20
Total Cosmopolitan Building Services					\$2,356.20
Demco					
Check	04/07/2021	22236	Pendaflex files / Acrylic Frames	4511 - Public Services - Supplies	\$127.02
Total Demco					\$127.02
First Midwest Bank - Visa					
Check	04/07/2021	22237	Reaching Forward K. Skocik	4354 - Professional Staff	\$50.00
Check	04/07/2021	22237	03 March Spotify Monthly Fee	4451 - Youth & Teen Programming	\$9.99
Check	04/07/2021	22237	Supplies	4514 - Business Office - Supplies	\$116.91
Check	04/07/2021	22237	Case of water	4519 - Hospitality - Supplies	\$3.98
Check	04/07/2021	22237	Disposable masks	4541 - Maintenance/Cleaning Supplies	\$12.99
Check	04/07/2021	22237	03 March SIP Fee & replenishment	4474 - Telephone/FAX	\$88.02
Check	04/07/2021	22237	03 March TMobile monthly fee	4474 - Telephone/FAX	\$30.09
Check	04/07/2021	22237	Parking lot bulbs (4)	4541 - Maintenance/Cleaning Supplies	\$182.58
Check	04/07/2021	22237	FY Propay renewal	4721 - Software	\$39.95
Check	04/07/2021	22237	03 March Stamps.com monthly fee	4721 - Software	\$17.99
Check	04/07/2021	22237	2 of 6 Annual payments for Netflix PS YTS split cost	4452 - Public Services Programming	\$17.99
Check	04/07/2021	22237	03 March Southtown, Tribune,	4711 - Periodicals	\$15.92
Check	04/07/2021	22237	03 March Adobe Creative Cloud fee	4721 - Software	\$29.99
Check	04/07/2021	22237	03 March Zoom webinar 500 fee	4721 - Software	\$140.00
Check	04/07/2021	22237	Keyboard for surface tablet	4418 - Technology	\$53.13
Total First Midwest Bank - Visa					\$809.53
Garvey's Office Products					
Check	04/07/2021	22238	Disposable masks	4541 - Maintenance/Cleaning Supplies	\$22.95
Check	04/07/2021	22238	Nitrile gloves (10) boxes	4541 - Maintenance/Cleaning Supplies	\$229.00
Total Garvey's Office Products					\$251.95
Grasso Graphics					
Check	04/22/2021	22258	Fine Free Postcard Mailing Services	4631 - SR Replenishment / Contingency	\$1,689.95
Check	04/28/2021	22259	May/June Newsletters	4424 - Newsletter Printing	\$2,646.64
Total Grasso Graphics					\$4,336.59



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
APRIL BILLS

Type	Date	Num	Memo	Account	Amount
GT Mechanical					
Check	04/08/2021	22250	Maintenance Agreement Premium 2 of 2	4432 - Heating/Cooling Service	\$2,131.00
Total GT Mechanical					\$2,131.00
Heritage Technology Solutions					
Check	04/15/2021	22254	Typewriter Maintenance (2)	4533 - Other Equipment	\$230.00
Total Heritage Technology Solutions					\$230.00
IMRF					
Check	03/31/2021	EFT	Vol. Life	2055 - Employee Paid Vol. IMRF	\$1,411.84
Check	03/31/2021	EFT	IMRF 4.5%	2053 - FT-Employee Contribution IMRF	\$2,335.42
Check	03/31/2021	EFT	IMRF 4.5%	2054 - PT-Employee Contribution IMRF	\$128.67
Check	03/31/2021	EFT	IMRF 10.56%	4331 - IMRF III. Muni. Ret. Fund	\$5,782.32
Total IMRF					\$9,658.25
Lewis, Chad					
Check	04/01/2021	22226	04.22.2021 Virtual Program Gangster History of the Midw	4452 - Public Services Programming	\$200.00
Total Lewis, Chad					\$200.00
Library Store					
Check	04/07/2021	22239	Invoice 492456 MAR21SUPPL Shipping	4515 - Technical Services - Supplies	\$11.75
Check	04/07/2021	22239	Invoice 492456 MAR21SUPPL	4515 - Technical Services - Supplies	\$95.16
Total Library Store					\$106.91
LIMRICC-Employees					
Check	03/03/2021	22196	04 April Billing	2050 - Employee Paid LIMRICC	\$412.48
Check	04/07/2021	22240	04 April Billing	4333 - Insurance	\$8,981.20
Total LIMRICC-Employees					\$9,393.68
Midwest Tape					
Check	04/07/2021	22241	Invoice 500099124	4717 - Videos - Adult	\$135.69
Check	04/07/2021	22241	Invoice 500148019	4717 - Videos - Adult	\$54.72
Check	04/07/2021	22241	Invoice 500178432	4717 - Videos - Adult	\$174.66
Check	04/07/2021	22241	Invoice 500211041	4717 - Videos - Adult	\$18.74
Check	04/07/2021	22241	Invoice 500211245	4717 - Videos - Adult	\$40.48
Check	04/07/2021	22241	Invoice 500242031	4717 - Videos - Adult	\$14.99
Check	04/07/2021	22241	Invoice 500242032	4717 - Videos - Adult	\$143.19
Check	04/07/2021	22242	Invoice 500100450	4718 - Videos - Youth	\$33.73
Check	04/07/2021	22242	Invoice 500178433	4718 - Videos - Youth	\$26.23
Check	04/07/2021	22242	Invoice 500178435	4718 - Videos - Youth	\$65.20
Check	04/07/2021	22242	Invoice 500242034	4718 - Videos - Youth	\$47.96
Total Midwest Tape					\$755.59
MMBS & Associates, LTD					
Check	04/07/2021	22243	03 March Bank Reconciliations	4365 - Accountant	\$300.00
Total MMBS & Associates, LTD					\$300.00
Otis Elevator					
Check	04/01/2021	22222	04 April Elevator Maintenance	4416 - Maintenance	\$197.78
Total Otis Elevator					\$197.78
OverDrive, Inc.					
Check	04/20/2021	22256	Invoice 01658CO21159192	4725B - E-Audiobooks - Adult	\$787.19
Check	04/20/2021	22256	Invoice 01658CO21159202	4725A - E-Books - Adult	\$730.90
Check	04/20/2021	22256	Invoice 01658CO21159192	4725B - E-Audiobooks - Adult	\$55.00
Total OverDrive, Inc.					\$1,573.09
Palos Ace Hardware					
Check	04/07/2021	22244	Sanitizing wipes (12)	4541 - Maintenance/Cleaning Supplies	\$75.49
Total Palos Ace Hardware					\$75.49
Palos Heights Woman's Club					
Check	04/09/2021	22251	J. Kacmar Dues	4461 - Public Relations	\$45.00
Check	04/09/2021	22251	K. Skocik Dues	4461 - Public Relations	\$45.00
Total Palos Heights Woman's Club					\$90.00



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL
APRIL BILLS

Type	Date	Num	Memo	Account	Amount
Paylocity Payroll Billing					
Check	04/06/2021	EFT		4412 - Payroll Services	\$73.89
Check	04/19/2021	EFT		4412 - Payroll Services	\$178.77
Total Paylocity Payroll Billing					\$252.66
Paylocity Payroll Net					
Check	04/09/2021	EFT		4311 - Salaried Employees	\$18,066.59
Check	04/09/2021	EFT		4312 - Hourly Employees	\$4,021.39
Check	04/09/2021	EFT	Mileage MM Homebound deliveries March 3,10, 16, 30	4356 - Mileage Reimbursement	\$11.82
Check	04/09/2021	EFT	Mileage JK Homebound delivery 4/1 banner pick up Oak L	4356 - Mileage Reimbursement	\$8.40
Check	04/09/2021	EFT	KS Alarm call 2/27/21	4414 - Alarm	\$25.00
Check	04/09/2021	EFT	JK Alarm call 3/23/21	4414 - Alarm	\$25.00
Check	04/23/2021	EFT		4311 - Salaried Employees	\$18,365.88
Check	04/23/2021	EFT		4312 - Hourly Employees	\$4,030.64
Check	04/23/2021	EFT	Mileage JK Homebound delivery 4/14/21	4356 - Mileage Reimbursement	\$2.01
Check	04/23/2021	EFT	CD Earth Day Program Jewel	4451 - Youth & Teen Programming	\$15.97
Total Paylocity Payroll Net					\$44,572.70
Paylocity Payroll Taxes					
Check	04/01/2021	EFT	Adjustment for transaction entered on 3/31/21	4311 - Salaried Employees	-\$0.03
Check	04/09/2021	EFT		4311 - Salaried Employees	\$5,596.13
Check	04/09/2021	EFT		4312 - Hourly Employees	\$881.41
Check	04/09/2021	EFT		4332 - FICA Social Security	\$2,333.63
Check	04/23/2021	EFT		4311 - Salaried Employees	\$5,709.32
Check	04/23/2021	EFT		4312 - Hourly Employees	\$883.81
Check	04/23/2021	EFT		4332 - FICA Social Security	\$2,365.85
Total Paylocity Payroll Taxes					\$17,770.12
Ride Illinois					
Check	04/01/2021	22224	04.13.2021 Virtual Program Get Back on your bike!	4452 - Public Services Programming	\$50.00
Total Ride Illinois					\$50.00
SWAN					
Check	04/08/2021	22247	4th Quarter Fees 04.1.21 to 06.30.21	4417 - SWAN/OCLC	\$6,116.00
Check	04/08/2021	22247	FY 21 EBSCO Databases	4710a - Databases (Adult)	\$1,161.50
Total SWAN					\$7,277.50
Truty, Marcin					
Check	04/08/2021	22248	03 March IT Maintenance	4418 - Technology	\$2,800.00
Check	04/08/2021	22248	03 March Upgrade all client computers to Windows 10	4418 - Technology	\$640.00
Check	04/08/2021	22248	03 March Software maintenance/printing and holds	4418 - Technology	\$400.00
Total Truty, Marcin					\$3,840.00
U.S. Postal Service					
Check	04/12/2021	22252	May/June Newsletters	4553 - Bulk Fees & Permits	\$493.95
Check	04/22/2021	22257	Fine Free Postcard	4631 - SR Replenishment / Contingency	\$494.55
Total U.S. Postal Service					\$988.50
VenMill Industries					
Check	04/07/2021	22245	VM-W10830 Combo Kit	4515 - Technical Services - Supplies	\$165.00
Check	04/07/2021	22245	Combo Kit Shipping	4515 - Technical Services - Supplies	\$10.43
Total VenMill Industries					\$175.43
Warehouse Direct					
Check	04/07/2021	22246	Large Can Liners (2)	4541 - Maintenance/Cleaning Supplies	\$67.36
Check	04/07/2021	22246	Small Can Liners (1)	4541 - Maintenance/Cleaning Supplies	\$28.62
Total Warehouse Direct					\$95.98
Wells, Megan					
Check	04/01/2021	22227	04.27.2021 Virtual Program Meip Gies: Diary of Anne Frar	4452 - Public Services Programming	\$300.00
Total Wells, Megan					\$300.00
Wood, Kevin J.					
Check	04/01/2021	22223	04.08.2021 Virtual Program Lincoln: A New Birth of Freec	4452 - Public Services Programming	\$250.00
Total Wood, Kevin J.					\$250.00
					\$118,251.35



PALOS HEIGHTS
PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
APRIL 30, 2021

ACCOUNT	GENERAL FUND					SPECIAL RESERVES FUND			TOTAL FUND BALANCE
	FIRST MIDWEST CHECKING	FIRST MIDWEST MONEY MARKET GENERAL	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	IMET RESTRICTED MONEY MARKET	IMET RESTRICTED MONEY MARKET	FIRST MIDWEST BUILDING CONSTRUCTION CHECKING	FIRST MIDWEST MONEY MARKET RESERVE	
Beginning Balance	\$31,567.33	\$928,666.77	\$4,087.25	\$200.00	\$22,988.12	\$7,399.94	\$100.00	\$734,547.96	\$1,729,557.37
Withdrawals	(\$118,251.35)								(\$118,251.35)
Transfers	\$30,000.00	(\$30,000.00)							\$0.00
	\$30,000.00	(\$30,000.00)							
	\$40,000.00	(\$40,000.00)							
Deposits	\$262.50	\$38,624.61							\$84,954.26
		\$1,462.60							
		\$25,440.84							
		\$19,155.19							
		\$8.52							
Interest Earned	\$0.67	\$13.22	\$0.05	N/A	N/A	N/A	N/A	\$10.82	\$24.76
ENDING BALANCE	\$13,579.15	\$913,371.75	\$4,087.30	\$200.00	\$22,988.12	\$7,399.94	\$100.00	\$734,558.78	\$1,696,285.04
TOTALS	\$954,226.32 GENERAL FUND					\$742,058.72 SPECIAL RESERVES FUND			\$1,696,285.04 TOTAL FUND BALANCE
INTEREST RATES	0.02%	0.02%	0.06%	N/A	N/A	N/A	N/A	0.02%	

TOTAL FUND BALANCE MONTH ENDING: APRIL 30, 2021
\$1,696,285.04