



PALOS HEIGHTS  
PUBLIC LIBRARY

BOARD MOTIONS APPROVED  
June 15, 2023

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	MAY	\$136,063.97	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:	5/31/2023	N/A	1



	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$38.50		\$38.50
» Non Resident Cards	\$350.53		\$350.53
» Miscellaneous	\$27.96		\$27.96
COPIER	\$161.30		\$161.30
GRANTS	\$0.00		\$0.00
INTEREST	\$732.95	\$2.69	\$735.64
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$358.75		\$358.75
» Miscellaneous	\$996.93		\$996.93
DONATIONS/GIFTS			\$0.00
» Restricted	\$75.00		\$75.00
» Annual Fundraising	\$2.95		\$2.95
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>TOTAL REVENUES</b>	<b>\$2,744.87</b>	<b>\$2.69</b>	<b>\$2,747.56</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$71,742.44		\$71,742.44
» Employee Benefits	\$21,285.84		\$21,285.84
» Staff & Board Development	\$1,386.80		\$1,386.80
CONTRACTUAL SERVICES	\$19,747.07		\$19,747.07
BUILDING MAINTENANCE	\$1,889.27		\$1,889.27
INSURANCE	\$0.00		\$0.00
UTILITIES	\$917.84		\$917.84
SUPPLIES	\$1,341.31		\$1,341.31
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$13,181.20		\$13,181.20
REIMBURSEMENTS	\$2,706.53		\$2,706.53
SR PROJECTS	\$1,865.67		\$1,865.67
<b>TOTAL EXPENDITURES</b>	<b>\$136,063.97</b>	<b>\$0.00</b>	<b>\$136,063.97</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	<b>-\$133,319.10</b>	<b>\$2.69</b>	<b>-\$133,316.41</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00		\$0.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-\$133,319.10</b>	<b>\$2.69</b>	<b>-\$133,316.41</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$818,736.35</b>	<b>\$3,102.91</b>	<b>\$821,839.26</b>
<b>END OF MONTH</b>	<b>\$685,417.25</b>	<b>\$3,105.60</b>	<b>\$688,522.85</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH MAY 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	\$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%
<b>DIRECT REVENUES</b>					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$1,015.10	\$1,484.90	40.60%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$701.06	\$1,098.94	38.95%
Miscellaneous	\$2,200.00	\$2,200.00	\$1,521.12	\$678.88	69.14%
COPIER	\$4,000.00	\$4,000.00	\$1,789.90	\$2,210.10	44.75%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$3,115.00	\$3,115.00	\$3,070.60	\$44.40	98.57%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$6,505.21	\$4,494.79	59.14%
Miscellaneous	\$5,000.00	\$5,000.00	\$3,761.88	\$1,238.12	75.24%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$285.00	\$715.00	28.50%
Annual Fundraising	\$15,000.00	\$15,000.00	\$254.76	\$14,745.24	1.70%
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>\$1,312,387.93</b>	<b>\$1,215,136.40</b>	<b>51.92%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$925,004.53	\$925,004.53	\$356,082.29	-\$568,922.24	-61.50%
Employee Benefits	\$269,144.00	\$269,144.00	\$108,742.80	-\$160,401.20	-59.60%
Staff & Board Development	\$10,500.00	\$10,500.00	\$3,674.11	-\$6,825.89	-65.01%
<b>CONTRACTUAL SERVICES</b>	<b>\$180,400.05</b>	<b>\$180,400.05</b>	<b>\$68,998.98</b>	<b>-\$111,401.07</b>	<b>-61.75%</b>
<b>BUILDING MAINTENANCE</b>	<b>\$43,539.20</b>	<b>\$43,539.20</b>	<b>\$14,114.72</b>	<b>-\$29,424.48</b>	<b>-67.58%</b>
<b>INSURANCE</b>	<b>\$24,222.00</b>	<b>\$24,222.00</b>	<b>\$20,264.05</b>	<b>-\$3,957.95</b>	<b>-16.34%</b>
<b>UTILITIES</b>	<b>\$13,750.00</b>	<b>\$13,750.00</b>	<b>\$3,685.53</b>	<b>-\$10,064.47</b>	<b>-73.20%</b>
<b>SUPPLIES</b>	<b>\$25,638.25</b>	<b>\$25,638.25</b>	<b>\$9,260.03</b>	<b>-\$16,378.22</b>	<b>-63.88%</b>
<b>CAPITAL EXPENSES</b>	<b>\$778,000.00</b>	<b>\$778,000.00</b>	<b>\$436,939.02</b>	<b>-\$341,060.98</b>	<b>-43.84%</b>
<b>MEDIA</b>	<b>\$175,815.00</b>	<b>\$175,815.00</b>	<b>\$69,314.77</b>	<b>-\$106,500.23</b>	<b>-60.58%</b>
<b>REIMBURSEMENTS</b>	<b>\$34,800.30</b>	<b>\$34,800.30</b>	<b>\$27,530.84</b>	<b>-\$7,269.46</b>	<b>-20.89%</b>
<b>SR PROJECTS</b>	<b>\$46,711.00</b>	<b>\$46,711.00</b>	<b>\$114,299.84</b>	<b>\$67,588.84</b>	<b>144.70%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,527,524.33</b>	<b>\$2,527,524.33</b>	<b>\$1,232,906.98</b>	<b>-\$1,294,617.35</b>	<b>-51.22%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$79,480.95</b>	<b>-\$79,480.95</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>			\$79,480.95		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$682,850.06</b>		
			-\$734,050.69		



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF MAY 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	\$282,442.59	\$445,529.36	61.20%
4312 HOURLY EMPLOYEES	\$191,532.58	\$15,583.28	\$72,964.70	\$118,567.88	61.90%
4313 ADDITIONAL COMPENSATION	\$5,500.00	\$675.00	\$675.00	\$4,825.00	87.73%
<b>TOTAL OPERATIONAL SALARIES</b>	<b>\$925,004.53</b>	<b>\$71,742.44</b>	<b>\$356,082.29</b>	<b>\$568,922.24</b>	<b>61.50%</b>
<b>EMPLOYEE BENEFITS</b>					
4331 ILL. MUNI. RETIREMENT FUND	\$68,192.80	\$5,204.36	\$26,496.00	\$41,696.80	61.15%
4332 SOCIAL SECURITY - FICA	\$70,342.10	\$5,320.33	\$26,639.31	\$43,702.79	62.13%
4333 INSURANCE	\$129,609.10	\$10,752.20	\$54,726.25	\$74,882.85	57.78%
4334 CLOTHING	\$1,000.00	\$8.95	\$881.24	\$118.76	11.88%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$269,144.00</b>	<b>\$21,285.84</b>	<b>\$108,742.80</b>	<b>\$160,401.20</b>	<b>59.60%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>					
4351 MEMBERSHIP FEES	\$2,200.00	\$1,245.00	\$1,704.00	\$496.00	22.55%
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	\$15.00	\$1,300.00	\$3,700.00	74.00%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$427.58	\$572.42	57.24%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$126.80	\$197.53	\$802.47	80.25%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>	<b>\$10,500.00</b>	<b>\$1,386.80</b>	<b>\$3,674.11</b>	<b>\$6,825.89</b>	<b>65.01%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>	<b>\$1,204,648.53</b>	<b>\$94,415.08</b>	<b>\$468,499.20</b>	<b>\$736,149.33</b>	<b>61.11%</b>
<b>CONTRACTUAL SERVICES</b>					
<b>PROFESSIONAL SERVICES</b>					
4361 AUDIT FEES	\$6,830.00	\$2,000.00	\$6,830.00	\$0.00	0.00%
4362 LEGAL FEES	\$2,000.00	\$45.00	\$473.30	\$1,526.70	76.34%
4363 PROFESSIONAL FEES	\$3,500.00	\$2,999.57	\$3,051.39	\$448.61	12.82%
4364 APPRAISAL	\$3,500.00	\$0.00	\$575.00	\$2,925.00	83.57%
4365 ACCOUNTANT	\$4,410.00	\$365.00	\$1,935.00	\$2,475.00	56.12%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$20,240.00</b>	<b>\$5,409.57</b>	<b>\$12,864.69</b>	<b>\$7,375.31</b>	<b>36.44%</b>
<b>OUTSIDE SERVICES</b>					
4412 PAYROLL SERVICES	\$4,800.00	\$387.31	\$2,128.28	\$2,671.72	55.66%
4414 ALARM	\$3,226.00	\$0.00	\$990.00	\$2,236.00	69.31%
4416 MAINTENANCE	\$39,000.00	\$4,434.44	\$16,921.62	\$22,078.38	56.61%
4417 SWAN	\$28,619.00	\$0.00	\$14,309.50	\$14,309.50	50.00%
4418 TECHNOLOGY	\$32,000.00	\$4,179.69	\$4,535.23	\$27,464.77	85.83%
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$107,645.00</b>	<b>\$9,001.44</b>	<b>\$38,884.63</b>	<b>\$68,760.37</b>	<b>63.88%</b>
<b>PRINTING</b>					
4424 NEWSLETTER PRINTING	\$17,515.05	\$2,987.80	\$5,975.60	\$11,539.45	65.88%
<b>TOTAL PRINTING</b>	<b>\$17,515.05</b>	<b>\$2,987.80</b>	<b>\$5,975.60</b>	<b>\$11,539.45</b>	<b>65.88%</b>
<b>PROGRAMMING</b>					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$1,323.40	\$3,709.06	\$6,290.94	62.91%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$902.35	\$4,744.80	\$8,255.20	63.50%
4454 GENERAL PROGRAMMING	\$9,000.00	\$97.51	\$2,583.88	\$6,416.12	71.29%
<b>TOTAL PROGRAMMING</b>	<b>\$32,000.00</b>	<b>\$2,323.26</b>	<b>\$11,037.74</b>	<b>\$20,962.26</b>	<b>65.51%</b>
<b>PUBLIC RELATIONS</b>					
4461 Public Relations	\$3,000.00	\$25.00	\$236.32	\$2,763.68	92.12%
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$3,000.00</b>	<b>\$25.00</b>	<b>\$236.32</b>	<b>\$2,763.68</b>	<b>92.12%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>	<b>\$180,400.05</b>	<b>\$19,747.07</b>	<b>\$68,998.98</b>	<b>\$111,401.07</b>	<b>61.75%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF MAY 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	\$324.50	\$532.18	62.12%
4432	HEATING/COOLING SERVICE	\$12,000.00	\$0.00	\$4,136.00	\$7,864.00	65.53%
4434	BUILDING REPAIRS	\$9,000.00	\$0.00	\$2,846.86	\$6,153.14	68.37%
4436	LAWN MAINTENANCE	\$7,500.00	\$1,192.83	\$2,105.66	\$5,394.34	71.92%
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>\$1,257.73</b>	<b>\$10,957.02</b>	<b>\$24,763.70</b>	<b>69.33%</b>
<b>EQUIPMENT MAINTENANCE</b>						
4531	COPIER	\$7,578.48	\$631.54	\$3,157.70	\$4,420.78	58.33%
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>\$3,157.70</b>	<b>\$4,660.78</b>	<b>59.61%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>		<b>\$43,539.20</b>	<b>\$1,889.27</b>	<b>\$14,114.72</b>	<b>\$29,424.48</b>	<b>67.58%</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	\$212.69	\$509.32	\$2,240.68	81.48%
4473	GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474	TELEPHONE/FAX	\$2,000.00	\$178.64	\$1,070.17	\$929.83	46.49%
4475	INTERNET/LOCAL AREA NET	\$7,000.00	\$526.51	\$2,106.04	\$4,893.96	69.91%
<b>GROUP TOTAL UTILITIES</b>		<b>\$13,750.00</b>	<b>\$917.84</b>	<b>\$3,685.53</b>	<b>\$10,064.47</b>	<b>73.20%</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$24.98	\$139.02	\$860.98	86.10%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$361.96	\$856.48	\$643.52	42.90%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$388.18	\$838.25	\$2,361.75	73.80%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$227.64	\$2,054.78	\$3,945.22	65.75%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$89.90	\$2,149.80	\$900.20	29.51%
4518	LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$66.75	\$293.36	\$906.64	75.55%
<b>TOTAL OFFICE SUPPLIES</b>		<b>\$16,950.00</b>	<b>\$1,159.41</b>	<b>\$6,331.69</b>	<b>\$10,618.31</b>	<b>62.64%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>						
4541	MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$181.90	\$1,463.04	\$2,986.96	67.12%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>		<b>\$4,450.00</b>	<b>\$181.90</b>	<b>\$1,463.04</b>	<b>\$2,986.96</b>	<b>67.12%</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	\$1,300.00	\$2,338.25	64.27%
<b>TOTAL OFFICE EXPENSE</b>		<b>\$4,238.25</b>	<b>\$0.00</b>	<b>\$1,465.30</b>	<b>\$2,772.95</b>	<b>65.43%</b>
<b>GROUP TOTAL SUPPLIES</b>		<b>\$25,638.25</b>	<b>\$1,341.31</b>	<b>\$9,260.03</b>	<b>\$16,378.22</b>	<b>63.88%</b>
<b>CAPITAL EXPENSES</b>						
4631	SPECIAL RESERVES REPLENISHMENT	\$778,000.00	\$0.00	\$436,939.02	\$341,060.98	43.84%
<b>GROUP TOTAL CAPITAL EXPENSES</b>		<b>\$778,000.00</b>	<b>\$0.00</b>	<b>\$436,939.02</b>	<b>\$341,060.98</b>	<b>43.84%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF MAY 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	\$698.25	\$1,548.25	\$4,451.75	74.20%
4711	PERIODICALS	\$14,500.00	\$0.00	\$1,807.92	\$12,692.08	87.53%
4712	CONTINUATIONS	\$600.00	\$11.83	\$89.65	\$510.35	85.06%
4714	LARGE PRINT	\$5,500.00	\$168.23	\$1,122.26	\$4,377.74	79.60%
4715	BOOKS - Adult	\$32,300.00	\$1,627.76	\$14,862.04	\$17,437.96	53.99%
4716	BOOKS - Youth	\$33,000.00	\$8,967.81	\$17,727.19	\$15,272.81	46.28%
4717	VIDEOS - Adult	\$4,500.00	\$632.52	\$1,435.12	\$3,064.88	68.11%
4718	VIDEOS - Youth	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$182.90	\$619.43	\$1,380.57	69.03%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$175.09	\$302.17	\$2,947.83	90.70%
4721	SOFTWARE	\$9,000.00	\$304.57	\$3,413.19	\$5,586.81	62.08%
4722	REALIA	\$300.00	\$212.24	\$212.24	\$87.76	29.25%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$212.37	\$1,087.63	83.66%
4724	MUSIC - Adult	\$200.00	\$200.00	\$200.00	\$0.00	0.00%
4725A	E-BOOKS - Adult	\$10,000.00	\$0.00	\$5,812.91	\$4,187.09	41.87%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$0.00	\$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%
<b>GROUP TOTAL MEDIA</b>		<b>\$175,815.00</b>	<b>\$13,181.20</b>	<b>\$69,314.77</b>	<b>\$106,500.23</b>	<b>60.58%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>						
4900	MISCELLANEOUS	\$5,000.00	\$973.00	\$3,406.75	\$1,593.25	31.87%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$1,080.30	\$17,800.30	\$0.00	0.00%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$620.33	\$5,818.33	\$5,181.67	47.11%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$32.90	\$505.46	\$494.54	49.45%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>		<b>\$34,800.30</b>	<b>\$2,706.53</b>	<b>\$27,530.84</b>	<b>\$7,269.46</b>	<b>20.89%</b>
<b>SPECIAL RESERVE PROJECTS</b>						
7001	SPECIAL RESERVE - PROJECTS	\$46,711.00	\$1,865.67	\$114,299.84	-\$67,588.84	-144.70%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>		<b>\$46,711.00</b>	<b>\$1,865.67</b>	<b>\$114,299.84</b>	<b>-\$67,588.84</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$2,527,524.33</b>	<b>\$136,063.97</b>	<b>\$1,232,906.98</b>	<b>\$1,294,617.35</b>	<b>51.22%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Adducci Vega Financial Group, LLC</b>					
05/10/2023	Check	5309	04 April Bank Reconciliations	4365 Accountant	\$365.00
<b>Total for Adducci Vega Financial Group, LLC</b>					<b>\$365.00</b>
<b>Anderson Pest Solutions</b>					
05/11/2023	Check	5311	05 May 23	4431 Pest Control	\$64.90
<b>Total for Anderson Pest Solutions</b>					<b>\$64.90</b>
<b>At&amp;T - Fiber Line</b>					
05/05/2023	Check	5298	Monthly Fee	4475 Internet	\$877.52
05/05/2023	Check	5298	eRate Credit	4475 Internet	(\$351.01)
<b>Total for At&amp;T - Fiber Line</b>					<b>\$526.51</b>
<b>Baker &amp; Taylor C205293 Continuations</b>					
05/03/2023	Expense	BT PORTAL	2037467792	4712 Continuations	\$11.83
<b>Total for Baker &amp; Taylor C205293 Continuations</b>					<b>\$11.83</b>
<b>Baker &amp; Taylor L425812 Youth Audio</b>					
05/03/2023	Expense	BT PORTAL	2037491407	4720 Audiobooks/Playaways - Youth	\$175.09
<b>Total for Baker &amp; Taylor L425812 Youth Audio</b>					<b>\$175.09</b>
<b>Baker &amp; Taylor L4361272 Large Print</b>					
05/03/2023	Expense	BT PORTAL	2037437346	4714 Large Print Books	\$57.37
05/03/2023	Expense	BT PORTAL	203746741	4714 Large Print Books	\$18.09
05/03/2023	Expense	BT PORTAL	Pre processing	4515 Technical Services - Supplies	\$0.74
<b>Total for Baker &amp; Taylor L4361272 Large Print</b>					<b>\$76.20</b>
<b>Baker &amp; Taylor L4382582 Adult Audio</b>					
05/03/2023	Expense	BT PORTAL	2037429599	4719 Audiobooks/Playaways - Adult	\$65.76
05/03/2023	Expense	BT PORTAL	2037453161	4719 Audiobooks/Playaways - Adult	\$22.10
05/03/2023	Expense	BT PORTAL	2037484534	4719 Audiobooks/Playaways - Adult	\$95.04
<b>Total for Baker &amp; Taylor L4382582 Adult Audio</b>					<b>\$182.90</b>
<b>Baker &amp; Taylor L5040682 Adult Books</b>					
05/03/2023	Expense	BT PORTAL	2037422370	4715 Books - Adult	\$291.75
05/03/2023	Expense	BT PORTAL	2037433123	4715 Books - Adult	\$311.61
05/03/2023	Expense	BT PORTAL	2037446878	4715 Books - Adult	\$413.83
05/03/2023	Expense	BT PORTAL	2037463910	4715 Books - Adult	\$283.57
05/03/2023	Expense	BT PORTAL	2037475465	4715 Books - Adult	\$327.00
05/03/2023	Expense	BT PORTAL	Pre processing	4515 Technical Services - Supplies	\$52.54
<b>Total for Baker &amp; Taylor L5040682 Adult Books</b>					<b>\$1,680.30</b>
<b>Baker &amp; Taylor L5346512 Youth Books</b>					
05/03/2023	Expense	BT PORTAL	2037420425	4716 Books - Youth	\$191.86
05/03/2023	Expense	BT PORTAL	2037425496	4716 Books - Youth	\$786.38
05/03/2023	Expense	BT PORTAL	2037431761	4716 Books - Youth	\$821.70
05/03/2023	Expense	BT PORTAL	2037450366	4716 Books - Youth	\$304.08
05/03/2023	Expense	BT PORTAL	2037475370	4716 Books - Youth	\$259.38
05/03/2023	Expense	BT PORTAL	2037486731	4716 Books - Youth	\$129.78
05/03/2023	Expense	BT PORTAL	Pre processing	4515 Technical Services - Supplies	\$118.40
<b>Total for Baker &amp; Taylor L5346512 Youth Books</b>					<b>\$2,611.58</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Baker &amp; Taylor L5394112 Gift Fund</b>					
	05/03/2023	Expense	BT PORTAL	BOYLE-OHNBC	4906a Reimb. - Restricted Donations
					\$32.90
<b>Total for Baker &amp; Taylor L5394112 Gift Fund</b>					<b>\$32.90</b>
<b>CDW Government, Inc.</b>					
	05/01/2023	Check	5291	Surface I7 Serial #017360484257	7001 Special Reserves Projects
					\$1,080.65
	05/17/2023	Check	5315	Ubiquiti Unifi XG AP	7001 Special Reserves Projects
					\$785.02
<b>Total for CDW Government, Inc.</b>					<b>\$1,865.67</b>
<b>CENGAGE/Gale Learning</b>					
	05/05/2023	Check	5305	81033099	4714 Large Print Books
					\$63.18
	05/05/2023	Check	5305	81061548	4714 Large Print Books
					\$29.59
<b>Total for CENGAGE/Gale Learning</b>					<b>\$92.77</b>
<b>CIT</b>					
	05/01/2023	Check	5292	Invoice 42133087	4531 Copier
					\$631.54
<b>Total for CIT</b>					<b>\$631.54</b>
<b>Chicago Backflow, Inc.</b>					
	05/18/2023	Check	5316	Backflow Testing	4416 Maintenance
					\$1,349.70
<b>Total for Chicago Backflow, Inc.</b>					<b>\$1,349.70</b>
<b>Children's Plus Inc.</b>					
	05/05/2023	Check	5306	227366	4716 Books - Youth
					\$865.83
	05/05/2023	Check	5306	228016	4716 Books - Youth
					\$5,608.80
<b>Total for Children's Plus Inc.</b>					<b>\$6,474.63</b>
<b>City of Palos Hts. - Water Bill</b>					
	05/02/2023	Check	5296	Monthly bill	4472 Water
					\$108.13
	05/16/2023	Check	5313	Monthly bill	4472 Water
					\$104.56
<b>Total for City of Palos Hts. - Water Bill</b>					<b>\$212.69</b>
<b>Clarence Goodman</b>					
	5/1/2023	Check	5294	5.12.23 Black Sox	4452 Public Services Programming
					\$335.00
<b>Total for Clarence Goodman</b>					<b>\$335.00</b>
<b>Cosmopolitan Building Services</b>					
	05/05/2023	Check	5307	05 May Janitorial Services	4416 Maintenance
					\$2,722.50
<b>Total for Cosmopolitan Building Services</b>					<b>\$2,722.50</b>
<b>Demco</b>					
	05/08/2023	Check	5308	Fab Lab Acrylic shelves slatwall	4904 Reimb. - Friends Book Sales
					\$220.33
<b>Total for Demco</b>					<b>\$220.33</b>
<b>Doughs Guys</b>					
	05/10/2023	Check	23028	Summer Reading Block Party	4904 Reimb. - Friends Book Sales
					\$400.00
<b>Total for Doughs Guys</b>					<b>\$400.00</b>
<b>Grasso Graphics</b>					
	05/05/2023	Check	5300	--	4424 Newsletter Printing
					\$2,987.80
<b>Total for Grasso Graphics</b>					<b>\$2,987.80</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>HR Source</b>					
05/05/2023	Check	5302	Market Benchmarking	4363 Consultant Fees	\$2,850.00
05/05/2023	Check	5303	--	4351 Membership Fees	\$1,195.00
<b>Total for HR Source</b>					<b>\$4,045.00</b>
<b>IMRF</b>					
05/31/2023	Expense	EFT	05 May 23	4331 IMRF Ill. Muni. Ret. Fund	\$5,204.36
05/31/2023	Expense	EFT	VIMRF	2055 Employee Paid Vol. IMRF	\$625.44
05/31/2023	Expense	EFT	4.5%	2054 PT -Employee Contribution IMRF	\$79.62
05/31/2023	Expense	EFT	4.5%	2053 FT -Employee Contribution IMRF	\$2,496.80
<b>Total for IMRF</b>					<b>\$8,406.22</b>
<b>Illinois Sprinkler</b>					
05/01/2023	Check	5289	Spring Start up	4436 Lawn Maintenance	\$175.00
05/01/2023	Check	5289	Valve replacement Zone1	4436 Lawn Maintenance	\$105.00
<b>Total for Illinois Sprinkler</b>					<b>\$280.00</b>
<b>Klein, Thorpe And Jenkins</b>					
05/16/2023	Check	5312	Services through 4/30/23	4362 Legal Fees	\$45.00
<b>Total for Klein, Thorpe And Jenkins</b>					<b>\$45.00</b>
<b>LIMRiCC-Employees</b>					
05/04/2023	Expense	ACH LIM	05 May Health	4333 Insurance	\$10,752.20
05/04/2023	Expense	ACH LIM	Ruszala Child	2050 Employee Paid LIMRiCC	\$996.00
05/04/2023	Expense	ACH LIM	EE Dental	2050 Employee Paid LIMRiCC	\$415.00
05/04/2023	Expense	ACH LIM	EE Vision	2050 Employee Paid LIMRiCC	\$66.92
05/04/2023	Expense	ACH LIM	EE Vliffe	2050 Employee Paid LIMRiCC	\$42.85
05/04/2023	Expense	ACH LIM	Kacmar - Retiree	4900 Miscellaneous - Reimbursements	\$973.00
<b>Total for LIMRiCC-Employees</b>					<b>\$13,245.97</b>
<b>Lauterbach &amp; Amen, LLP</b>					
05/18/2023	Check	5317	Final billing 2022 Audit	4361 Audit Fees	\$2,000.00
<b>Total for Lauterbach &amp; Amen, LLP</b>					<b>\$2,000.00</b>
<b>Michalski, Brian</b>					
05/01/2023	Check	5293	5.4.23 Trek through Alps	4452 Public Services Programming	\$330.00
<b>Total for Michalski, Brian</b>					<b>\$330.00</b>
<b>Midwest Tape</b>					
05/05/2023	Check	5304	503604593	4717 Videos - Adult	\$160.44
05/05/2023	Check	5304	503637629	4717 Videos - Adult	\$110.20
05/05/2023	Check	5304	503637560	4717 Videos - Adult	\$159.96
05/05/2023	Check	5304	Pre processing	4515 Technical Services - Supplies	\$53.25
05/05/2023	Check	5304	503670519	4717 Videos - Adult	\$116.20
05/05/2023	Check	5304	503696548	4717 Videos - Adult	\$45.73
05/05/2023	Check	5304	503696549	4717 Videos - Adult	\$39.99
<b>Total for Midwest Tape</b>					<b>\$685.77</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Old National Bank - Visa</b>					
05/10/2023	Check	VISA PORTAL	Adobe/Zoom/stamps.com	4721 Software	\$259.99
05/10/2023	Check	VISA PORTAL	Staff Apparel	4334 Staff Apparel	\$8.95
05/10/2023	Check	VISA PORTAL	National Library Worker's Day GC	4313 Additional Compensation	\$675.00
05/10/2023	Check	VISA PORTAL	New Employee background checks (3)	4363 Consultant Fees	\$149.57
05/10/2023	Check	VISA PORTAL	Netflix	4451 Youth & Teen Programming	\$15.49
05/10/2023	Check	VISA PORTAL	Spotify 04 April 23	4451 Youth & Teen Programming	\$9.99
05/10/2023	Check	VISA PORTAL	Program Supplies	4452 Public Services Programming	\$56.30
05/10/2023	Check	VISA PORTAL	Multi Fold Towels	4541 Maintenance/Cleaning Supplies	\$113.97
05/10/2023	Check	VISA PORTAL	4451 Babies SRP	4451 Youth & Teen Programming	\$237.74
05/10/2023	Check	VISA PORTAL	4451 June Program	4451 Youth & Teen Programming	\$7.11
05/10/2023	Check	VISA PORTAL	4451 June Program	4451 Youth & Teen Programming	\$211.43
05/10/2023	Check	VISA PORTAL	4451 Middle Grade SRP	4451 Youth & Teen Programming	\$19.99
05/10/2023	Check	VISA PORTAL	4451 Middle Grade SRP	4451 Youth & Teen Programming	\$383.24
05/10/2023	Check	VISA PORTAL	4451 Teen SRP	4451 Youth & Teen Programming	\$383.71
05/10/2023	Check	VISA PORTAL	Block Party Craft SR	4454 General Programming	\$95.72
05/10/2023	Check	VISA PORTAL	Google FI	4474 Telephone/FAX	\$27.61
05/10/2023	Check	VISA PORTAL	Sip Monthly Fee	4474 Telephone/FAX	\$86.99
05/10/2023	Check	VISA PORTAL	4512 Board Book Bins	4512 Youth & Teen - Supplies	\$146.28
05/10/2023	Check	VISA PORTAL	4512 Teen Space Supplies	4512 Youth & Teen - Supplies	\$215.68
05/10/2023	Check	VISA PORTAL	Supplies	4514 Business Office - Supplies	\$298.20
05/10/2023	Check	VISA PORTAL	Copy Paper (2 cases)	4514 Business Office - Supplies	\$89.98
05/10/2023	Check	VISA PORTAL	Amazon Supplies 042023	4515 Technical Services - Supplies	\$2.71
05/10/2023	Check	VISA PORTAL	AMZ thermal receipt printer paper	4516 Circulation - Supplies	\$89.90
05/10/2023	Check	VISA PORTAL	Creamer/Coffee cups/lids	4519 Hospitality - Supplies	\$66.75
05/10/2023	Check	VISA PORTAL	Black top repair supplies	4541 Maintenance/Cleaning Supplies	\$67.93
05/10/2023	Check	VISA PORTAL	Bluehost.com domain annual renewal	4721 Software	\$34.99
05/10/2023	Check	VISA PORTAL	Telescope	4722 Realia	\$84.99
05/10/2023	Check	VISA PORTAL	Tonies	4722 Realia	\$127.25
05/10/2023	Check	VISA PORTAL	Tonies	4724 Music	\$200.00
05/10/2023	Check	VISA PORTAL	Stamps. com last charge no longer using thi	4721 Software	\$9.59
05/10/2023	Check	VISA PORTAL	VID Box Converter	4418 Technology	\$59.99
05/10/2023	Check	VISA PORTAL	Fan Con image Cricut.com	4454 General Programming	\$1.79
<b>Total for Old National Bank - Visa</b>					<b>\$4,238.83</b>
<b>Otis Elevator</b>					
05/05/2023	Check	5301	05 May Elevator Maintenance	4416 Maintenance	\$181.12
5/31/2023	Check	5328	05 May Elevator Maintenance	4416 Maintenance	\$181.12
<b>Total for Otis Elevator</b>					<b>\$362.24</b>
<b>Palos Area Chamber of Commerce</b>					
05/10/2023	Check	5310	Member annual fee	4351 Membership Fees	\$50.00
<b>Total for Palos Area Chamber of Commerce</b>					<b>\$50.00</b>
<b>Palos Heights Woman's Club</b>					
05/01/2023	Check	5290	Lorena Rodriguez Installation Dinner	4461 Public Relations	\$25.00
<b>Total for Palos Heights Woman's Club</b>					<b>\$25.00</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Paylocity Payroll Billing</b>					
05/05/2023	Expense	EFT	--	4412 Payroll Services	\$111.15
05/19/2023	Expense	EFT	--	4412 Payroll Services	\$276.16
<b>Total for Paylocity Payroll Billing</b>					<b>\$387.31</b>
<b>Paylocity Payroll Net</b>					
05/05/2023	Expense	EFT	--	4311 Salaried Employees	\$19,512.56
05/05/2023	Expense	EFT	--	4312 Hourly Employees	\$6,595.92
05/05/2023	Expense	EFT	AF Earth Day	4451 Youth & Teen Programming	\$20.72
05/05/2023	Expense	EFT	MM Harvest Rm Trivia GC	4452 Public Services Programming	\$31.05
05/05/2023	Expense	EFT	T. Ruszala Laconi 4.21.23	4354 Professional Staff	\$15.00
05/19/2023	Expense	EFT	--	4311 Salaried Employees	\$19,848.66
05/19/2023	Expense	EFT	--	4312 Hourly Employees	\$6,520.43
05/19/2023	Expense	EFT	AF Jewel Muffins Storytime	4451 Youth & Teen Programming	\$33.98
05/19/2023	Expense	EFT	BS Reaching Forward parking	4356 Mileage Reimbursement	\$15.00
05/19/2023	Expense	EFT	MM Puzzles	4511 Public Services - Supplies	\$24.98
05/19/2023	Expense	EFT	Reaching Forward travel	4356 Mileage Reimbursement	\$118.80
<b>Total for Paylocity Payroll Net</b>					<b>\$52,730.10</b>
<b>Paylocity Payroll Taxes</b>					
05/05/2023	Expense	EFT	--	4311 Salaried Employees	\$5,682.13
05/05/2023	Expense	EFT	--	4312 Hourly Employees	\$1,197.90
05/05/2023	Expense	EFT	--	4332 FICA Social Security	\$2,646.10
05/19/2023	Expense	EFT	--	4311 Salaried Employees	\$5,797.80
05/19/2023	Expense	EFT	--	4312 Hourly Employees	\$1,189.41
05/19/2023	Expense	EFT	--	4332 FICA Social Security	\$2,674.23
<b>Total for Paylocity Payroll Taxes</b>					<b>\$19,187.57</b>
<b>Peerless Network, Inc</b>					
05/16/2023	Check	5314	05 May 23	4474 Telephone/FAX	\$64.04
<b>Total for Peerless Network, Inc</b>					<b>\$64.04</b>
<b>Roy Erikson Outdoor Maintenance</b>					
05/05/2023	Check	5299	Lawn Maintenance	4436 Lawn Maintenance	\$906.00
05/05/2023	Check	5299	Temporary energy adjustment	4436 Lawn Maintenance	\$6.83
<b>Total for Roy Erikson Outdoor Maintenance</b>					<b>\$912.83</b>
<b>The Cancer Support Center</b>					
05/01/2023	Check	5295	5.23.23 Boost your immunity	4452 Public Services Programming	\$150.00
<b>Total for The Cancer Support Center</b>					<b>\$150.00</b>
<b>Truty, Marcin</b>					
05/05/2023	Expense	ACH	04 April IT Services	4418 Technology	\$4,119.70
05/05/2023	Expense	ACH	04 April IT Services	4902 Grants	\$1,080.30
<b>Total for Truty, Marcin</b>					<b>\$5,200.00</b>
<b>World Book, Inc.</b>					
05/02/2023	Check	5297	Online Advance Diff pkg Libra	4710b Databases (Youth)	\$526.05
05/02/2023	Check	5297	Online Early Learning Library	4710b Databases (Youth)	\$172.20
<b>Total for World Book, Inc.</b>					<b>\$698.25</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY  
CHECKS FOR BOARD APPROVAL  
MAY 2023

Type	Date	Num	Memo	Account	Amount
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TOTAL CHECKS FOR BOARD APPROVAL

\$136,063.97

7001 SPECIAL RESERVE GROUP DETAILS (INCLUDED IN ABOVE TOTALS)

Check	5/1/2023	5291	AV Tech Source	7001	Special Reserves Projects	\$1,080.65
Check	5/17/2023	5315	CDW Government, Inc.	7001	Special Reserves Projects	\$785.02
Total 7001 - Special Reserves Projects						\$1,865.67



# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MAY 31, 2023

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	TOTAL FUND BALANCE
BEGINNING BALANCE	\$26,175.89	\$791,329.28	\$1,031.18	\$200.00	\$572.09	\$2,530.82	\$821,839.26
WITHDRAWALS	(\$136,063.97)						(\$136,063.97)
TRANSFERS		(\$60,000.00)					(\$60,000.00)
	\$60,000.00	(\$60,000.00)					
	\$50,000.00	(\$50,000.00)					
DEPOSITS	\$21.08						\$2,011.92
	\$226.46						
	\$716.38						
	\$973.00						
	\$75.00						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.73	\$727.78	\$4.44	N/A	N/A	\$2.69	\$735.64
ENDING BALANCE	\$2,124.57	\$622,057.06	\$1,035.62	\$200.00	\$572.09	\$2,533.51	\$628,522.85
TOTALS	\$625,417.25 GENERAL FUND				\$3,105.60 SPECIAL RESERVES FUND		\$628,522.85 TOTAL FUND BALANCE
INTEREST RATES	0.02%			N/A	N/A		

TOTAL FUND BALANCE MONTH ENDING: MAY 31, 2023  
628,522.85