

Management Report

North Riverside Public Library District
For the period ended March 31, 2023



Prepared on
April 14, 2023

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Profit and Loss

July 2022 - March 2023

	Total
INCOME	
6903-01 Fines & Fees	16,747.34
6904-01 Donations	14,890.07
6905-01 Grants	98,565.90
6915-07 Loan Proceeds	50,000.00
Interest	
6906-01 Interest	3,486.00
Total Interest	3,486.00
Property Taxes	
6901-01 Property Tax	678,444.94
6901-04 Tax Revenue-Audit Fund	4,556.75
6901-05 Tax Revenue-Liability Ins	2,629.14
6901-06 Tax Revenue-Unemploy Ins	700.83
6901-07 Tax Revenue-Bldg Fund	32,425.88
6901-08 Tax Revenue-SS	23,836.99
6901-12 Property Tax - IMRF Fund	6,835.45
Total Property Taxes	749,429.98
Total Income	933,119.29
GROSS PROFIT	933,119.29
EXPENSES	
8360-01 Grants	47,126.56
8360-01 Petty Cash	114.34
Advertising & Marketing	
8365-01 Library Promotion	1,260.00
8370-01 Postage	2,763.64
8375-01 Advertising	463.42
8385-01 Memorials & Tributes	109.41
8404-01 Staff Recognition	234.92
8410-01 Printing	8,653.05
Total Advertising & Marketing	13,484.44
Bank Charges & Fees	
8396-01 Bank Charges & Fees	899.05
Total Bank Charges & Fees	899.05
Benefits	
7600-05 Health Insurance	20,529.20
7650-09 IMRF	25,560.79
7660-06 Unemployment Insurance	3,017.50
7670-01 Taxes-Fica Expense	31,656.53
Total Benefits	80,764.02
Building Expense	
8305-07 Building & Ground	600.00
8306-07 Building Supplies & Maintenance	1,573.13

	Total
8308-07 Service Contracts	24,024.58
8315-07 Fees & Permits	2,053.00
8330-01 Casual Labor	150.00
8335-07 Building Repairs	20,071.57
Total Building Expense	48,472.28
Computers/Technology	
8171-01 Tech Service	18,801.25
8172-01 Computer Equipment	996.41
8175-01 SWAN	17,266.36
8180-01 Software	286.74
8190-01 Website	75.97
Total Computers/Technology	37,426.73
Insurance	
8460-05 Liability Insurance	21,795.00
Total Insurance	21,795.00
Interest Paid	
8601-02 Debt Service-Interest	5,041.48
Total Interest Paid	5,041.48
Legal & Professional Services	
8400-01 Accounting	9,340.00
8401-04 Audit	8,500.00
8402-01 Legal Fees	6,343.54
8405-01 Appraisal	2,655.00
8406-01 Collection Agency	295.50
8430-01 Payroll Expenses	5,796.30
Total Legal & Professional Services	32,930.34
Library Materials	
8090-01 Adult A/V	4,436.67
8091-01 Children's A/V	1,017.10
8096-01 Teen A/V	1,411.21
8103-01 Foreign Lang. Materials	67.03
8104-01 Adult Fiction	14.31
8105-01 Adult Fiction/Non-Fiction	17,483.34
8106-01 Children Fiction / Non-Fiction	9,846.17
8107-01 Teen Fiction/Non-Fiction	5,411.53
8108-01 eBooks	1,234.25
8120-01 Newspapers	2,887.91
8130-01 Internet Databases	13,565.08
8140-01 Periodicals	956.77
8162-01 Children DVDs-movies	78.72
Total Library Materials	58,410.09
Office Supplies & Software	
8202-01 Office Supplies	5,268.58
Total Office Supplies & Software	5,268.58

	Total
Programs & Strategic Initiatives	
8150-01 Children's Programs	3,151.99
8153-01 Teen Programs	1,358.61
8154-01 Makerspaces/library of things	2,813.55
8155-01 Adult Programs	3,458.84
8156-01 Technology Programs	17.91
Total Programs & Strategic Initiatives	10,800.90
Salaries	
7504-01 Circulation	65,360.33
7505-01 Adult Services	52,817.87
7506-01 Youth Services	57,923.64
7507-01 Pages	7,244.73
7508-01 Administration	212,237.60
7509-01 Facilities	20,731.31
Total Salaries	416,315.48
Travel & Training	
7700-01 Educational Training Trustees	814.37
7800-01 Educational Staff Training	1,355.58
8342-01 Lodging, Meals, Mileage	2,910.04
8355-01 Memberships	1,867.90
8390-01 Mileage Reimbursement	1,216.07
Total Travel & Training	8,163.96
Utilities	
8301-07 Internet/Phone	13,133.67
8302-07 Electricity	11,115.17
8303-07 Gas	6,543.66
8304-07 Water/Garbage	2,092.76
Total Utilities	32,885.26
Total Expenses	819,898.51
NET OPERATING INCOME	113,220.78
OTHER EXPENSES	
8701-02 Debt Certificate Principle	76,700.00
Total Other Expenses	76,700.00
NET OTHER INCOME	-76,700.00
NET INCOME	\$36,520.78

Balance Sheet

As of March 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	354,411.26
1500-04 Cash-Audit Fund	2,877.00
1500-05 Cash-Liability Insurance Fund	30,806.00
1500-06 Cash-Unemployment Ins Fund	1,451.00
1500-07 Cash-Building Fund	0.00
1500-08 Cash-Social Security Fund	0.00
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-5,097.82
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	0.00
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	390,838.65
1501-01 First American Checking (5001)	9,235.81
1509-07 Cash - IPTIP IL Funds	96,647.30
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	553,636.79
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
Total Accounts Receivable	0.00
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	1,219.20
2400-05 Prepaid Expenses 05	0.00
2400-07 Prepaid Expense	618.53
Total Other Current Assets	771,648.97
Total Current Assets	1,325,285.76
TOTAL ASSETS	\$1,325,285.76

LIABILITIES AND EQUITY

Liabilities

	Total
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	15,423.36
4100-02 Accounts Payable UC Fund	421.97
4100-05 Accounts Payable Liability Fund	2,822.43
4100-06 Accounts Payable Unemployment Fund	219.91
4100-07 Accounts Payable Building Fund	13,867.40
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	32,755.07
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	2,640.97
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	5,241.18
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	21,981.81
Total Current Liabilities	54,736.88
Total Liabilities	54,736.88
Equity	
3200-00 Retained Earnings	-90,305.90
5600-01 General Fund Balance	1,576,256.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	2,877.00
5600-05 Public Liability Fund Balance	27,984.00
5600-06 Unemployment Insurance Fund Balance	1,231.00
5600-07 Building Fund Balance	-231,989.00
5600-08 Social Security Fund Balance	-10,943.00
5600-09 Pension Fund Balance	-71,082.00
Opening Balance Equity	0.00
Net Income	36,520.78
Total Equity	1,270,548.88
TOTAL LIABILITIES AND EQUITY	\$1,325,285.76



North Riverside Public Library District

Balance Sheet As of March 31, 2023

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2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
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Total Current Assets	\$1,325,285.76

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4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
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5600-08 Social Security Fund Balance	-10,943.00
5600-09 Pension Fund Balance	-71,082.00
Opening Balance Equity	0.00
Net Income	36,520.78
Total Equity	\$1,270,548.88
TOTAL LIABILITIES AND EQUITY	\$1,325,285.76



North Riverside Public Library District
Budget vs Actual
 03/31/2023

75%

REVENUE

		Actual	Budget	Variance	% of Budget
6904-01	Donations	14,890	35,000	20,110	43%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	-	(15,000)	(15,000)	0%
6903-01	Fees and fines	16,747	5,000	(11,747)	335%
6905-01	Grants	98,566	100,000	1,434	99%
6906-01	Interest	3,486	1,500	(1,986)	232%
6901-01	Property tax	749,430	1,118,750	369,320	67%
6920-01	Unrealized Income Annuities	-	20,000	20,000	0%
6907-01	Credit Card Income	-	3,000	3,000	0%
6915-01	Loan Proceeds	50,000	0	(50,000)	0%
	Total	\$ 933,119	\$ 1,268,250	\$ 335,131	74%

OPERATING EXPENSES

SALARIES

7504-01	Circulation	65,360	91,500	26,140	71%
7505-01	Adult Services	52,818	72,000	19,182	73%
7506-01	Youth Services	57,924	87,700	29,776	66%
7507-01	Pages	7,245	10,200	2,955	71%
7508-01	Administration	212,238	279,000	66,762	76%
7509-01	Facilities	20,731	30,000	9,269	0%
	Total	\$ 416,315	\$ 570,400	\$ 154,085	73%

BENEFITS

7600-05	health insurance	20,529	31,400	10,871	65%
7650-09	IMRF	25,561	47,680	22,119	54%
7670-08	social security/mcare	31,657	37,958	6,301	83%
7660-06	Unemployment Insurance	3,018	-	(3,018)	0%
	Total	\$ 80,764	\$ 117,038	\$ 36,274	69%

TRAINING

7700-01	educational training trustees	814	500	(314)	163%
7800-01	educational training staff	1,356	4,500	3,144	30%
	Total	\$ 2,170	\$ 5,000	\$ 2,830	43%

OPERATING EXPENSES

Actual Budget Variance 75%
% of Budget

MATERIALS

8090-01	Adult A/V	4,437	9,000	4,563	49%
8091-01	Children's A/V	1,017	3,400	2,383	30%
8096-01	Teen A/V	1,411	3,100	1,689	46%
8103-01	Foreign Language Materials	67	2,000	1,933	3%
8105-01	Adult fiction/nonfiction	17,498	25,000	7,502	70%
8106-01	Children's fiction/nonfiction	9,846	16,000	6,154	62%
8107-01	Teen fiction/nonfiction	5,412	9,000	3,588	60%
8108-01	eBooks	1,234	5,500	4,266	22%
8120-01	newspapers	2,888	3,500	612	83%
8130-01	internet databases	13,565	16,000	2,435	85%
8140-01	Periodicals	957	1,500	543	64%
8154-01	Makerspaces/library of things	2,814	5,000	2,186	56%
8160-01	Adult DVD's-Fiction	79	0	(79)	787200%
Total		\$ 61,224	\$ 99,000	\$ 37,776	62%

PROGRAMS

8150-01	Children's Programs	3,152	6,100	2,948	52%
8153-01	Teen Programs	1,359	2,900	1,541	47%
8155-01	Adult programs	3,459	6,000	2,541	58%
8156-01	Technology programs	18	1,000	982	2%
Total		\$ 7,987	\$ 16,000	\$ 8,013	50%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	-	2,000	2,000	0%
Total		\$ -	\$ 2,000	\$ 2,000	0%

OPERATING EXPENSES

Actual Budget Variance 75%
% of Budget

COMPUTERS

8171-01	Technology Service	18,801	25,000	6,199	75%
8172-01	Computer Equipment	996	5,000	4,004	20%
8175-01	SWAN	17,266	23,500	6,234	73%
8180-01	software	287	1,500	1,213	19%
8190-01	website	76	7,500	7,424	1%
8195-01	email	-	500	500	0%
	Total	\$ 37,427	\$ 63,000	\$ 25,573	59%

OFFICE SUPPLIES

8202-01	Office Supplies	5,269	13,500	8,231	39%
	Total	\$ 5,269	\$ 13,500	\$ 8,231	39%

UTILITIES- OPERATING EXPENSE

8301-07	Internet/phone	13,134	9,000	(4,134)	146%
8302-07	electricity	11,115	23,000	11,885	48%
8303-07	gas	6,544	5,500	(1,044)	119%
8304-07	water/garbage	2,093	2,300	207	91%
	Total	\$ 32,885	\$ 39,800	\$ 6,915	83%

BUILDING EXPENSE

8306-07	building supplies and maintenance	2,173	11,000	8,827	20%
8308-07	service contracts	24,025	23,000	(1,025)	104%
8315-07	fees and permits	2,053	1,950	(103)	105%
8330-01	casual labor	150	900	750	17%
8335-07	building repairs	20,072	34,000	13,928	59%
	Total	\$ 48,472	\$ 70,850	\$ 22,378	68%

TRAVEL

8342-01	lodging/meals/mileage	4,126	1,000	(3,126)	413%
	Total	\$ 4,126	\$ 1,000	\$ (3,126)	413%

OPERATING EXPENSES

Actual

Budget

Variance

75%
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 1,868	\$ 2,200	332	85%
8360-01	Grants	\$ 47,127	\$ 100,000	52,873	47%
8361-01	Donations	\$ -	\$ 35,000	35,000	0%
8365-01	library promotion	\$ 1,260	\$ 5,000	3,740	25%
8370-01	postage	\$ 2,764	\$ 3,000	236	92%
8375-01	Advertising	\$ 463	\$ 4,500	4,037	10%
8385-01	memorials and tributes	\$ 109	\$ 500	391	22%
8395-01	Miscellaneous Expense	\$ 114	\$ -	(114)	0%
8396-01	bank charges and fees	\$ 899	\$ 150	(749)	599%
8399-01	ILL Loss/Damage	\$ -	\$ 250	250	0%
	Total	\$ 54,604	\$ 150,600	95,996	36%

DEBT SERVICE

8701-02	Debt Service - Principal	76,700	0	(76,700)	0%
8601-02	Debt Service - Interest	5,041	0	(5,041)	0%
	Total	\$ 81,741	\$ 0	\$ (81,741)	0%

OUTSIDE SERVICES

8400-01	accounting	9,340	17,000	7,660	55%
8401-01	audit	8,500	9,000	500	94%
8402-01	legal fees	6,344	6,000	(344)	106%
8404-01	Staff Recognition	235	2,500	2,265	9%
8405-01	appraisal	2,655	1,500	(1,155)	177%
8406-01	collection agency	296	200	(96)	148%
8410-01	printing	8,653	11,000	2,347	79%
8430-01	payroll expenses	5,796	5,500	(296)	105%
8435-01	background checks	-	200	200	0%
	Total	\$ 41,818	\$ 52,900	\$ 11,082	79%

INSURANCE

8460-05	liability insurance package	21,795	20,600	(1,195)	106%
	Total	\$ 21,795	\$ 20,600	\$ (1,195)	106%

TOTAL OPERATING EXPENSES

\$ 896,599	\$ 1,221,688	\$ 406,831	73%
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TOTAL OPERATING NET INCOME

\$ 36,521	\$ 46,562	\$ (71,700)	78%
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North Riverside Public Library District
Check Detail
March 2023

Date	Num	Name	Memo/Description	Amount
03/01/2023	15265	AT&T 1	9571595706	63.10
03/01/2023	15266	AURORA PUBLIC LIBRARY DISTRIC	INV. 2023-023 VIRTUAL AUTHOR VISIT PARTNER LIBRARIES	69.45
03/01/2023	15267	CAPITAL ONE	JANUARY/ FEBRUARY STATEMENT	5,721.63
03/01/2023	15268	COMCAST .	165642081	1,199.56
03/01/2023	15269	CENGAGE Learning	ADULT LARGE PRINT	151.15
03/01/2023	15270	FIRST AMERICAN BANK .	FEBRUARY STATEMENT	68.83
03/01/2023	15271	Franczek Radelet	PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 31 2023	126.00
03/01/2023	15272	GRASSO GRAPHICS	SPRING 2023 NEWSLETTER	2,559.45
03/01/2023	15273	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	344.24
03/01/2023	15274	Hinckley Springs	2429867 022223	146.90
03/01/2023	15275	LEAF	SERVICE CONTRACT INV 14397247	711.60
03/01/2023	15276	MIDCO	OLD INVOICES FROM 2020 1357206	1,031.00
03/01/2023	15277	Outsource Solutions Group	Inv 73169, 73290	1,676.59
03/01/2023	15278	Roscoe	Acct#1889-07544 INV 1786097	253.76
03/01/2023	15279	Smiota Inc.	ANNUAL MAINTENANCE AND SUPPORT	1,680.00
03/01/2023	15280	Unique Management Services, Inc	INV 6106109	19.70
03/03/2023	15281	UNITED STATES POSTAL SERVICE	Voided - Permit # 47	-
03/03/2023	15282	UNITED STATES POSTAL SERVICE	1 YEAR ADVANCE NEWSLETTERS	1,200.00
03/03/2023	15283	UNITED STATES POSTAL SERVICE	permit #47	290.00
03/03/2023	15284	Village of N. Riverside	INSPECTIONS PAST DUE 2021 ELEVATOR, FIRE SIGN	1,007.00
03/03/2023	15285	Outsource Solutions Group	Voided - Inv 73410	-
03/03/2023	15286	INGRAM LIBRARY SERVICES	FICTION/NON FICTION	768.96
03/06/2023	15287	Lauterbach & Amen, LLP	SERVICES RENDERED IN CONNECTION WITH 2022 1099s	209.00
03/06/2023	15288	Midwest Tape	INV 503440772	299.30
03/06/2023	15289	AEP ENERGY	01/27/2023 TO 02/27/2023 31 DAYS	1,075.48
03/06/2023	15290	INGRAM LIBRARY SERVICES	FICTION/NON FICTION	1,551.65
03/06/2023	15291	INGRAM LIBRARY SERVICES	FICTION/NON FICTION	409.80
03/06/2023	15292	LIMRICC	Four members FEBRUARY	3,041.02

03/06/2023	15293	Outsource Solutions Group	Inv 73410, 72906	169.75
03/06/2023	15294	Zoobean Inc	12 month license Plus 03/24/23 -003-23-24	995.00
03/06/2023	15295	Natalie Starosta	reimbursement 1856.6 miles for ALA LibLearnX	1,216.07
03/08/2023	15296	UNITED STATES POSTAL SERVICE	permit #47 BULK MAILING	290.00
03/20/2023	15297	AT&T 1	274496704	63.10
03/20/2023	15298	CENGAGE Learning	ADULT LARGE PRINT	91.17
03/20/2023	15299	Comcast	Internet SERV MAR 07 2023 TO APRIL 06 2023	178.18
03/20/2023	15300	COMCAST .	167896676	1,199.56
03/20/2023	15301	Gail Galivan	TAI CHI MARCH 15 2023	60.00
03/20/2023	15302	CLARENCE GOODMAN	HELL HATH, NOR FURY! MARCH 8, 2023	260.00
03/20/2023	15303	INGRAM LIBRARY SERVICES	ADULT FICTION / NON-FICTION	518.65
03/20/2023	15304	Lauterbach & Amen, LLP	SERVICES RENDERED FOR THE MONTH OF FEBRUARY 2023	933.00
03/20/2023	15305	LETICIA MADRIGAL	YOGA MARCH 27 2023	50.00
03/20/2023	15306	Martin Petersen Company, Inc.	CONTRACT STATUS 3 OF 4	786.00
03/20/2023	15307	Scholastic	CHILDREN PROGRAMS	99.97
03/20/2023	15308	Colette Stubitsch	REIMBUSTMENT FOR CRAFTS	21.81
03/20/2023	15309	Unique Management Services, Inc	INV 6110053	29.55
03/20/2023	15310	Trimline Landscaping	FEBRUARY 4 SALTING, 1 SNOW PLOWING	440.00
03/20/2023	15311	Gail Galivan	TAI CHI MAY 17 2023	60.00
03/20/2023	15312	INGRAM LIBRARY SERVICES	FICTION/NON FICTION	1,905.01
03/20/2023	15313	LETICIA MADRIGAL	YOGA MAY 22 2023	50.00
03/20/2023	15314	Gail Galivan	TAI CHI APRIL 19, 2023	60.00
03/20/2023	15315	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	41.47
03/20/2023	15316	LETICIA MADRIGAL	STRECHING AND MEDITATION APRIL 10. 2023	50.00
03/20/2023	15317	INGRAM LIBRARY SERVICES	TEEN FICTION / NON FICTION	96.62
03/20/2023	15318	LETICIA MADRIGAL	YOGA APRIL 24, 2023	50.00
03/20/2023	15319	INGRAM LIBRARY SERVICES	CHILDREN FICTION / NON FICTION	637.07
03/20/2023	15320	LETICIA MADRIGAL	STRECHING AND MEDITATION MARCH 13, 2023	50.00
03/20/2023	15321	LETICIA MADRIGAL	STRECHING AND MEDITATION MAY 8, 2023	50.00
03/20/2023	15322	FIRST AMERICAN BANK .	MARCH STATEMENT	73.41

03/20/2023	15323	INGRAM LIBRARY SERVICES	TEEN FICTION / NON FICTION	13.12
03/20/2023	15324	Black Stone	INVOICES 2050731	31.99
03/20/2023	15325	Outsource Solutions Group	INV 73583	1,577.79
03/20/2023	15326	Black Stone	INVOICE 2053175	64.00
03/20/2023	15327	Proven IT.com	copy machines INV 1019845	145.22
03/20/2023	15328	Roscoe	MATS INV 1789904	254.40
03/20/2023	15329	Terminix	430912137	107.82
03/20/2023	15330	Black Stone	INVOICE 2087614	64.00
03/22/2023	15331	Jill Cannizzo	BOARD MINUTES MARCH 20, 2023	75.00
03/22/2023	15332	Outsource Solutions Group	INV 73715	123.50
03/22/2023	15333	Paychex - Human Resource Services	INV 13132436	57.00
03/31/2023		Nicor Gas	Nicor Gas	905.19
03/31/2023		Paychex - Human Resource Services	Paychex	724.15
03/31/2023		IMRF	IMRF	4,124.23
			Total	\$ 44,467.97