

Management Report

North Riverside Public Library District

For the period ended September 30, 2022



Prepared on

October 13, 2022

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Profit and Loss

July - September, 2022

	Total
INCOME	
6903-01 Fines & Fees	329.89
6904-01 Donations	4,266.54
6905-01 Grants	60,953.35
6910-01 Misc. Revenue	7,285.51
Interest	
6906-01 Interest	419.57
Total Interest	419.57
Total Income	73,254.86
GROSS PROFIT	73,254.86
EXPENSES	
8360-01 Grants	34,153.45
Advertising & Marketing	
8365-01 Library Promotion	560.00
8370-01 Postage	974.40
8375-01 Advertising	146.00
8404-01 Staff Recognition	17.13
8410-01 Printing	3,100.28
Total Advertising & Marketing	4,797.81
Bank Charges & Fees	
8396-01 Bank Charges & Fees	21.15
Total Bank Charges & Fees	21.15
Benefits	
7600-05 Health Insurance	10,193.71
7650-09 IMRF	5,827.78
7670-01 Taxes-Fica Expense	11,038.55
Total Benefits	27,060.04
Building Expense	
8306-07 Building Supplies & Maintenance	670.49
8308-07 Service Contracts	9,805.01
8315-07 Fees & Permits	39.00
8335-07 Building Repairs	14,478.57
Total Building Expense	24,993.07
Computers/Technology	
8171-01 Tech Service	4,816.05
8172-01 Computer Equipment	41.24
8175-01 SWAN	5,859.27
8180-01 Software	95.58
Total Computers/Technology	10,812.14
Legal & Professional Services	
8400-01 Accounting	2,986.00
8402-01 Legal Fees	5,936.91

	Total
8405-01 Appraisal	2,655.00
8406-01 Collection Agency	59.10
8430-01 Payroll Expenses	959.15
Total Legal & Professional Services	12,596.16
Library Materials	
8090-01 Adult A/V	1,523.48
8096-01 Teen A/V	5.00
8103-01 Foreign Lang. Materials	49.99
8104-01 Adult Fiction	14.31
8105-01 Adult Fiction/Non-Fiction	6,033.97
8105-02 Books-Restricted Fund	880.11
8106-01 Children Fiction / Non-Fiction	2,773.90
8107-01 Teen Fiction/Non-Fiction	1,625.28
8108-01 eBooks	489.95
8115-01 Adult Large Print	66.72
8120-01 Newspapers	586.81
8130-01 Internet Databases	10,676.93
8160-01 Adult DVDs - Fiction	263.79
8162-01 Children DVDs-movies	78.72
Total Library Materials	25,068.96
Office Supplies & Software	
8202-01 Office Supplies	2,051.86
Total Office Supplies & Software	2,051.86
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,255.07
8153-01 Teen Programs	860.07
8154-01 Makerspaces/library of things	1,792.91
8155-01 Adult Programs	1,687.13
8156-01 Technology Programs	5.97
Total Programs & Strategic Initiatives	5,601.15
Salaries	
7504-01 Circulation	23,110.42
7505-01 Adult Services	18,875.11
7506-01 Youth Services	19,380.03
7507-01 Pages	2,391.48
7508-01 Administration	74,333.99
7509-01 Facilities	7,148.81
Total Salaries	145,239.84
Travel & Training	
7700-01 Educational Training Trustees	814.37
8342-01 Lodging, Meals, Mileage	1,052.56
8355-01 Memberships	679.00
Total Travel & Training	2,545.93
Utilities	

	Total
8301-07 Internet/Phone	4,341.05
8302-07 Electricity	4,639.47
8303-07 Gas	724.17
8304-07 Water/Garbage	570.24
Total Utilities	10,274.93
Total Expenses	305,216.49
NET OPERATING INCOME	-231,961.63
OTHER EXPENSES	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	8,216.74
Total Other Miscellaneous Expense	8,216.74
Total Other Expenses	8,216.74
NET OTHER INCOME	-8,216.74
NET INCOME	\$ -240,178.37

Balance Sheet

As of September 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	-66,727.11
1500-04 Cash-Audit Fund	10,620.72
1500-05 Cash-Liability Insurance Fund	46,771.81
1500-06 Cash-Unemployment Ins Fund	5,762.51
1500-07 Cash-Building Fund	41,213.15
1500-08 Cash-Social Security Fund	31,023.44
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	34,931.20
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	104,889.11
1501-01 First American Checking (5001)	9,547.28
1505-07 Chase Bank	7,770.58
1509-07 Cash - IPTIP IL Funds	94,928.70
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	274,050.70
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	538,658.63
2000-04 Taxes Receivable-Audit	3,287.38
2000-05 Taxes Receivable-Insurance	1,721.17
2000-06 Taxes Receivable-Liab Insur	204.50
2000-07 Taxes Recievable-Bldg Fund	24,792.40
2000-08 Taxes Receivable-SS Fund	17,824.78
2000-09 Taxes Receivable-Pension Fund	3,674.28
Total Accounts Receivable	590,163.14
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	1,635,862.81
TOTAL ASSETS	\$1,635,862.81

LIABILITIES AND EQUITY

	Total
Liabilities	
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	2,719.74
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,657.74
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	538,658.63
4300-04 Deferred Tax Rev - Audit Fund	3,287.38
4300-05 Deferred Tax Rev Liability Fund	1,721.17
4300-06 Deferred Tax Rev Unemployment	204.50
4300-07 Deferred Tax Rev Building Fund	24,792.40
4300-08 Deferred Tax Rev SS	17,824.78
4300-09 Deferred Tax Rev Pension	3,674.28
4470-07 Due to/from Corp - Building fund	0.00
7660-06 Unemployment Insurance	-4,892.79
Total Other Current Liabilities	604,747.49
Total Current Liabilities	637,502.56
Total Liabilities	637,502.56
Equity	
3200-00 Retained Earnings	-104,505.38
5600-01 General Fund Balance	1,441,271.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	4,281.00
5600-05 Public Liability Fund Balance	43,302.00
5600-06 Unemployment Insurance Fund Balance	4,404.00
5600-07 Building Fund Balance	-134,324.00
5600-08 Social Security Fund Balance	-3,185.00
5600-09 Pension Fund Balance	-42,705.00
Opening Balance Equity	0.00
Net Income	-240,178.37

	Total
Total Equity	998,360.25
TOTAL LIABILITIES AND EQUITY	\$1,635,862.81



North Riverside Public Library District

Balance Sheet
As of September 30, 2022

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ASSETS	
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2000-08 Taxes Receivable-SS Fund	17,824.78
2000-09 Taxes Receivable-Pension Fund	3,674.28
Total Accounts Receivable	\$590,163.14

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Opening Balance Equity	0.00
Net Income	-240,178.37
Total Equity	\$998,360.25
TOTAL LIABILITIES AND EQUITY	\$1,635,862.81



North Riverside Public Library District

Budget vs Actual

9/30/2022

25%

REVENUE

Actual

Budget

% of Budget

6904-01	Donations	\$ 4,267	\$ 35,000	12%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 330	\$ 5,000	7%
6905-01	Grants	\$ 60,953	\$ 100,000	61%
6906-01	Interest	\$ 420	\$ 1,500	28%
6901-01	Property tax	\$ -	\$ 1,118,750	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6907-01	Credit Card Income	\$ -	\$ 3,000	0%
6910-01	Miscellaneous Revenue	\$ 7,286	\$ 0	0%
	Total	\$ 73,255	\$ 1,268,250	6%

OPERATING EXPENSES

SALARIES

7504-01	Circulation	\$ 23,110	\$ 91,500	25%
7505-01	Adult Services	\$ 18,875	\$ 72,000	26%
7506-01	Youth Services	\$ 19,380	\$ 87,700	22%
7507-01	Pages	\$ 2,391	\$ 10,200	23%
7508-01	Administration	\$ 74,334	\$ 279,000	27%
7509-01	Facilities	\$ 7,149	\$ 30,000	0%
	Total	\$ 145,240	\$ 570,400	25%

BENEFITS

7600-05	health insurance	\$ 10,194	\$ 31,400	32%
7650-09	IMRF	\$ 5,828	\$ 47,680	12%
7670-08	social security/mcare	\$ 11,039	\$ 37,958	29%
	Total	\$ 27,060	\$ 117,038	23%

TRAINING

7700-01	educational training trustees	\$ 814	\$ 500	163%
7800-01	educational training staff	\$ -	\$ 4,500	0%
	Total	\$ 814	\$ 5,000	16%

OPERATING EXPENSES

Actual

Budget

25%
% of Budget**MATERIALS**

8090-01	Adult A/V	\$ 1,523	\$ 9,000	17%
8091-01	Children's A/V	\$ -	\$ 3,400	0%
8096-01	Teen A/V	\$ 5	\$ 3,100	0%
8103-01	Foreign Language Materials	\$ 50	\$ 2,000	2%
8105-01	Adult fiction/nonfiction	\$ 6,048	\$ 25,000	24%
8105-02	Books-Restricted Fund	\$ 880	\$ 0	8801100%
8106-01	Children's fiction/nonfiction	\$ 2,774	\$ 16,000	17%
8115-01	Adult Large Print	\$ 67	\$ 0	667200%
8107-01	Teen fiction/nonfiction	\$ 1,625	\$ 9,000	18%
8108-01	eBooks	\$ 490	\$ 5,500	9%
8120-01	newspapers	\$ 587	\$ 3,500	17%
8130-01	internet databases	\$ 10,677	\$ 16,000	67%
8140-01	Periodicals	\$ -	\$ 1,500	0%
8154-01	Makerspaces/library of things	\$ 1,793	\$ 5,000	36%
8160-01	Adult DVD's-Fiction	\$ 343	\$ 0	3425100%
Total		\$ 26,862	\$ 99,000	27%

PROGRAMS

8150-01	Children's Programs	\$ 1,255	\$ 6,100	21%
8153-01	Teen Programs	\$ 860	\$ 2,900	30%
8155-01	Adult programs	\$ 1,687	\$ 6,000	28%
8156-01	Technology programs	\$ 6	\$ 1,000	1%
Total		\$ 3,808	\$ 16,000	24%

STRATEGIC INITIATIVES

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

OPERATING EXPENSES

Budget

25%
% of Budget**COMPUTERS**

8171-01	Technology Service	\$ 4,816	\$ 25,000	19%
8172-01	Computer Equipment	\$ 41	\$ 5,000	1%
8175-01	SWAN	\$ 5,859	\$ 23,500	25%
8180-01	software	\$ 96	\$ 1,500	6%
8190-01	website	\$ -	\$ 7,500	0%
8195-01	email	\$ -	\$ 500	0%
	Total	\$ 10,812	\$ 63,000	17%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 2,052	\$ 13,500	15%
	Total	\$ 2,052	\$ 13,500	15%

UTILITIES- OPERATING EXPENSE

8301-07	Internet/phone	\$ 4,341	\$ 9,000	48%
8302-07	electricity	\$ 4,639	\$ 23,000	20%
8303-07	gas	\$ 724	\$ 5,500	13%
8304-07	water/garbage	\$ 570	\$ 2,300	25%
	Total	\$ 10,275	\$ 39,800	26%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 670	\$ 11,000	6%
8308-07	service contracts	\$ 9,805	\$ 23,000	43%
8315-07	fees and permits	\$ 39	\$ 1,950	2%
8330-01	casual labor	\$ -	\$ 900	0%
8335-07	building repairs	\$ 14,479	\$ 34,000	43%
	Total	\$ 24,993	\$ 70,850	35%

TRAVEL

8342-01	lodging/meals/mileage	\$ 1,053	\$ 1,000	105%
	Total	\$ 1,053	\$ 1,000	105%

OPERATING EXPENSES

Actual

Budget

25%
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 679	\$ 2,200	31%
8360-01	Grants	\$ 34,153	\$ 100,000	34%
8361-01	Donations	\$ -	\$ 35,000	0%
8365-01	library promotion	\$ 560	\$ 5,000	11%
8370-01	postage	\$ 974	\$ 3,000	32%
8375-01	Advertising	\$ 146	\$ 4,500	3%
8385-01	memorials and tributes	\$ -	\$ 500	0%
8395-01	Miscellaneous Expense	\$ 8,217	\$ -	0%
8396-01	bank charges and fees	\$ 21	\$ 150	14%
8399-01	ILL Loss/Damage	\$ -	\$ 250	0%
Total		\$ 44,751	\$ 150,600	30%

OUTSIDE SERVICES

8400-01	accounting	\$ 2,986	\$ 17,000	18%
8401-01	audit	\$ -	\$ 9,000	0%
8402-01	legal fees	\$ 5,937	\$ 6,000	99%
8404-01	Staff Recognition	\$ 17	\$ 2,500	1%
8405-01	appraisal	\$ 2,655	\$ 1,500	177%
8406-01	collection agency	\$ 59	\$ 200	30%
8410-01	printing	\$ 3,100	\$ 11,000	28%
8430-01	payroll expenses	\$ 959	\$ 5,500	17%
8435-01	background checks	\$ -	\$ 200	0%
Total		\$ 15,714	\$ 52,900	30%

INSURANCE

8460-05	liability insurance package	\$ -	\$ 20,600	0%
Total		\$ -	\$ 20,600	0%

TOTAL OPERATING EXPENSES

\$ 313,433	\$ 1,221,688	26%
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TOTAL OPERATING NET INCOME

\$ (240,178)	\$ 46,562	-516%
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DEBT SERVICE

8701-02	Debt Certificate Principle	\$ -	\$ 28,000	0%
8601-02	Debt Certificate Interest	\$ -	\$ 16,500	0%
Total		\$ -	\$ 44,500	0%

TOTAL NET INCOME

\$ (240,178)	\$ 2,062	-11648%
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North Riverside Public Library District
Check Detail
September 2022

Date	Num	Name	Memo/Description	Amount
09/07/2022	14996	AEP ENERGY	6/27/22 - 07/27/22 30 days	1,546.60
09/07/2022	14997	CAPITAL ONE	JULY STATEMENT	16,317.63
09/07/2022	14998	CENGAGE Learning	ADULT LARGE PRINT	334.29
09/07/2022	14999	Franczek Radelet	Professional Services Nov 2021, July 2021, December 2021	4,080.63
09/07/2022	15000	FIRST AMERICAN BANK .	AUGUST STATEMENT	68.83
09/07/2022	15001	GRASSO GRAPHICS	INV 32063- Fall Newsletter 2022	2,993.32
09/07/2022	15002	Hinckley Springs	2429867 081022	230.28
09/07/2022	15003	INGRAM LIBRARY SERVICES	Invoices July, August, Previous Fiscal Year '21-'22	2,340.36
09/07/2022	15004	LEAF	Copiers	695.60
09/07/2022	15005	Midwest Tape	Hoopla	311.32
09/07/2022	15006	Nitech Fire & Security Industries, Inc	Checked all devices	180.00
09/07/2022	15007	Olsson Roofing Company, Inc	performed and completed schedules maintenance per agreement	700.00
09/07/2022	15008	Outsource Solutions Group	Inv 70908	117.00
09/07/2022	15009	Roscoe	Mats	161.98
09/07/2022	15010	NONA SIDLO	CANCELED MEETING ROOM	100.00
09/07/2022	15011	Seaway Supply Co.	NABC	40.08
09/07/2022	15012	Terminix	Invoice 423690279	107.82
09/07/2022	15013	Village of N. Riverside	PAST DUE INVOICES	60.00
09/07/2022	15014	Paychex - Human Resource Services	INV 12774128	57.00
09/07/2022	15015	Technology Management Rev Fund	Billing # T2222065 Inv. T2300354	133.00
09/19/2022	15016	Amazon	ACCOUNT 60457 8781 008220 2	26.61
09/19/2022	15017	AT&T 1	09/16/22 - 10/15/22	63.10
09/19/2022	15018	Black Stone	Invoices August & September	159.99
09/19/2022	15019	Baker & Taylor	Invoices Previous Fiscal Year '21-'22, July, August, September	1,354.24
09/19/2022	15020	Comcast	Acct# 8771 20 134 0118334 Internet Service Sept-Oct.	173.69
09/19/2022	15021	COMCAST .	ACCT# 904053498 INV 154621230	1,194.54
09/19/2022	15022	CENGAGE Learning	Adult Large Print	152.75
09/19/2022	15023	Franczek Radelet	INV 216357, 216358	368.55
09/19/2022	15024	Hinckely Springs	2429867 090722	230.28

09/19/2022	15025	INGRAM LIBRARY SERVICES	Invoices August & September	971.25
09/19/2022	15026	Cathy Kolessar	STRECHING AND MEDITATION OCTOBER 17	50.00
09/19/2022	15027	LIMRICC	Four members- September	2,772.43
09/19/2022	15028	Lauterbach & Amen, LLP	August Services	933.00
09/19/2022	15029	Martin Petersen Company, Inc.	BAS WON'T COMMUNICATE WITH VAVS	9,889.60
09/19/2022	15030	Veronica Martinez	OFFICE SUPPLIES , HAND SANITIZER AND TOWEL PAPER	28.98
09/19/2022	15031	Midwest Tape	Invoices 502456955, 502315614, 502271333	78.72
09/19/2022	15032	Outsource Solutions Group	Inv # 71205	1,422.27
09/19/2022	15033	Proven IT.com	copy machines	141.31
09/19/2022	15034	Terminix	Invoice 424440565	107.82
09/19/2022	15035	Unique Management Services, Inc	INV 6103163	29.55
09/19/2022	15036	Elena Yescas	Window Cleaning, Statue Cleaning, Furnace, Storage Rooms	1,450.00
09/19/2022	15037	Incrediblebats, Inc	Ys Programs Oct. 28.2022	370.00
09/23/2022	15038	Brian Michalski	September 21 Cuisine Quest	325.00
09/23/2022	15039	FIRST AMERICAN BANK .	SEPTEMBER STATEMENT	89.98
09/23/2022	15040	Cathy Kolessar	CHAIR YOGA OCTOBER 24	50.00
09/23/2022	15041	INGRAM LIBRARY SERVICES	May past due Invoices- Adult & Teen Fiction/ Non Fiction	695.10
09/23/2022	15042	INGRAM LIBRARY SERVICES	July past due Invoices- Adult & Teen Fiction/ Non Fiction	1,506.52
09/23/2022	15043	Cathy Kolessar	STRECHING AND MEDITATION NOVEMBER 21	50.00
09/23/2022	15044	INGRAM LIBRARY SERVICES	September past due Invoices- Adult & Teen Fiction/ Non Fiction	431.38
09/23/2022	15045	Cathy Kolessar	CHAIR YOGA NOVEMBER 28	50.00
09/23/2022	15046	Trimline Landscaping	July & August services - Fertilizing and Weeding	585.00
09/23/2022	15047	Lauterbach & Amen, LLP	Inv 70317- Professional Services rendered to 1099's	205.00
09/23/2022	15048	OverDrive, Inc	INV JULY & AUGUST	489.95
09/28/2022	15049	Natalie Starosta	Reimbursement makerspace	28.91
09/28/2022	15050	Quinlan Security Systems	CLOSED CIRCUIT TELEVISION SYSTEM ADDITIONS	504.60
09/28/2022	15051	UNITED STATES POSTAL SERVICE	Permit # 47	275.00
09/28/2022	15052	Quality Backflow Testing, Inc	INV 30069- September	600.00
09/28/2022	15053	AtoZdatabases	One year subscription 09/2022 - 09/2023	500.00
09/28/2022	15054	INGRAM LIBRARY SERVICES	Adult & Teen Fiction/ Non Fiction	165.87
09/28/2022	15055	CAPITAL ONE	AUGUST STATEMENT	15,083.82

09/30/2022

ICMA

ICMA 9/2022

1,262.43

Total

\$75,442.98