



**AGENDA - REGULAR MONTHLY MEETING
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
Monday January 15, 2018 – 7:00 P.M.**

- 1. Call to order**
- 2. Roll Call**
- 3. Public comment from the floor**
- 4. President's report:**
- 5. Secretary's report:**
 - a. Motion to approve minutes from December 18, 2017 meeting**
- 6. Communication**
- 7. Treasurer's report**
 - a. Review of December financials**
 - b. Motion to approve the January 2018 invoices**
- 8. Librarian's report**
 - a. Public comment received via email and suggestion box**
- 9. Committee reports**
 - a. Building and Grounds Committee**
 - b. Finance Committee**
 - c. Personnel Committee**
 - d. Policy Committee**
 - e. Technology Committee**

Board of Trustees

Lucy Hospodarsky, President • Laurie Lenzini, Vice President • Catherine Regalado, Secretary • Nora Loreda, Treasurer

Trustees: Bertha Chavez, Barbara Cizek, Diana Joren, Maribeth Kuebler, Patricia Lenzini

John Mitchell, Director director@highwoodlibrary.org

102 Highwood Ave., Highwood, IL 60040 • www.highwoodlibrary.org • 847-432-5404



10. **Old business**
11. **New business**
 - a. **Discussion of East Building Plaque**
 - b. **Discussion of Bylaw updates**
 - c. **Motion to approve Bylaws**
 - d. **Review of Patron Survey**
12. **Executive session: 5 ILCS 120/Sec 2(c) 1**
13. **Adjournment**

Next regular board meeting – Scheduled for Monday February 19, 2018

Board of Trustees

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Draft, not yet approved

**Highwood Public Library Board of Trustees Regular Meeting
December 18, 2017**

Present—Trustees: Lucy Hospodarsky, Maribeth Kuebler, Laurie Lenzini, Nora Loredo, Catherine Regalado; John Mitchell (director)

Absent: Bertha Chavez, Barbara Cizek, Diana Joren, Patricia Lenzini

Ms. Hospodarsky called the meeting to order at 6:04 pm.

Public Comments - None

President's Report

- The president brought cookies for staff tonight.
- The president got 3 bids for the East Building window treatment, with a roller shade looking the most practical, but leakage around window/front wall must be repaired first.
- The president will investigate a plaque for East Building for next meeting. State library requires their funding to be posted on the plaque.
- Press release on East Building opening was drafted by president and will be issued through city's PR firm in multiple outlets.

Secretary's Report

Ms. Hospodarsky moved to approve the regular minutes from the November 20, 2017 meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

Communication

A suggestion was received to add terms and committee assignments to board info on website. Director will update website. President was unable to find trustee list in shared drive to find terms. Staff member notified director by email of a patron complaint about children's DVDs in adult section and vice versa. Staff has now reviewed all juvenile DVDs for correct cataloguing, and director will follow up reviewing that all movies are classified properly. Director will look into policy and Apollo capabilities on checkout of adult section movies to children. Patron also found swizzle sticks on shelves after event. There was also a complaint about messiness of E category children's books.

Treasurer's Report

Ms. Loredo presented the November financials and December invoices.

Ms. Hospodarsky moved to approve the December 2017 invoices, Ms. L. Lenzini seconded, and the motion carried unanimously.

- Liability/property insurance was discussed again. Library is paying twice this FY because billing from city has always been 1 year behind in past, but dates were changed in 2016. Director is working with city on summarizing all timing and bills to library.
- Accountant recategorized some miscellaneous income today from error president caught.
- Retainage will be removed from accounts once ATP is paid in full – check approved this day.
- Allocations were incorrect for B&T subscription. Accountant has asked director to notify when allocations needed, though dates are indicated on invoices.
- Adult periodicals will be reviewed by accountant and director to figure out allocations and why costs are over budget.
- Freight charge should no longer go to processing fees but be split evenly between book categories in a purchase, as preferred by board treasurer.

Draft, not yet approved

- Final ATP bill covers contract and change orders. Discussion of account balances – could keep money in IMET or move money to operating budget. Board recommends to transfer \$50000 from reserve fund and \$65 from Capital Improvement account into the General Fund now. Director to ensure no maintenance fee at IMET for leaving account open.
- Director to follow up on Pioneer Press invoice to ensure correct subscription term dates.

Librarian's Report

- Director will complete disaster and recovery plan for physical building by Jan 1; city cannot help.
- New building signage related to renovation has been ordered.
- A staff member has resigned.
- Staff meeting notes not yet on drive. Director is still working on cleaning up shared drive.
- New staff room is still not being used as furniture has not been moved for that room or meeting room. Board encourages this to be done very soon.
- Per Capita grant is due Jan 15. President has reviewed draft and will leave comments with director.
- Live and Learn grant quarterly report is due December 31. Director to post the L&L draft into the shared drive and notify board. A final project report will also be due to state library. Director to investigate official paperwork needed.
- Director contacted NYT about digital access in the library, authenticated by IP address. Further info will be obtained but likely an additional charge.

Committee Reports

Building and Grounds Committee - committee had posted report for board. Tuckpointing is the higher priority. They recommend delaying fixing roof until next fiscal year. 3 professional opinions agree leakage at front of East Building is not due to roof. Committee recommends sealing at roof around pipe soon, repairing hallway leakage, for \$200.

Finance Committee did not meet.

Personnel Committee – met with director November 30. Director provided goals as followup to annual review. Committee will meet again mid-January.

Policy Committee did not meet.

Technology Committee: met and posted report for board. Committee compared RB Digital to eRead and director recommends discontinuing RB Digital. Director will inquire about prorating refund. Before cancellation there will be further testing of eRead, and board requests a transition plan including a courtesy notification to current RBD users.

Old Business – None

New Business

- Ms. Regalado moved to approve state required Harassment Policy, Ms. Hospodarsky seconded and the motion carried unanimously.
- Ms. Hospodarsky moved and Ms. Regalado seconded to approve the holiday closings calendar for 2018. The motion carried unanimously.

Ms. Regalado moved and Ms. Hospodarsky seconded to adjourn the meeting. The motion carried unanimously.

Meeting adjourned 7:12 pm.

Next regular board meeting will be Monday, January 15, 2017.

Director's Report January 2018

Building and Grounds

All of the "important" items have been moved from storage and back to the library. The only items remaining at storage are items such as desks, chairs, a-frame displays, carpet remnants and other such items which have no immediate use. Shelves have been set up in the East Building storage room and staff lounge and furniture has been moved to the meeting room.

During the New Year Holiday closing the pipes in the staff lounge froze. The doors were closed and the thermostat was raised and the pipes thawed with no apparent damage. Also during that weekend the HVAC unit in the Children's Room failed and needed to be serviced.

The carpet squares in the entranceway to the meeting room have been repaired.

Personnel

The patron services associate who was quitting at the end of December asked if he could have his job back. Since it was not filled yet it was decided that he could.

One of the Children's Librarians fell off the kids stool while shifting books and was off work for two weeks.

Finance

An email was sent to the state library requesting that the library be able to spend the 2017 per capita grant monies on repairs to the building rather than materials as was stated in the original application. Per a conversation with the state library this will be allowed but we have not yet received a confirmation.

Website and Technology

The library phone number was added to the email checkout receipts.

Biblionix has been working to set up the overdue notice function of Apollo to operate correctly. The library requested that patrons have the option for email, text or mail notices of overdues. Biblionix has had trouble getting the system to automatically

generate the overdues based on the requests. As of this writing they believe they have it fixed but the library still has to “tweak” the overdue letter template.

The website was updated with the Board member terms and with a breakdown of the committees and their members.

Patron Services

The state library sent out a list of recommended books dealing with Illinois history. The library is purchasing the items we do not already own. The state library also donated a copy of the Illinois Bluebook.

Computer classes for the public will start at the end of January with an introductory class in Microsoft Office for adults.

The library has received 3 applications for reservations. The Highwood Historical Society held its January meeting. The K9 Reading Buddies program will be holding a training session in March. Starting in February, the Together for Childhood Network will begin offering a program every other month. Also, some of the library’s regular programs such as the tutors, the children’s adult crafts and a movie night have been meeting in the room.

Reporting Requirements

The per capita grant has been submitted to the state library.

The Live & Learn Construction Grant final quarterly report was submitted to the state library. The last step is to submit the final financial and narrative reports and any supporting documents.

The final part of the library certification process was completed.

Other

The library received a FOIA request for the certified payrolls for the installation of the flooring in the East Building. All the required information was sent.

The new shelving unit in the YA room was finished and the books have all been moved to fill the new setup in that room.

SUGGESTION BOX COMMENTS:

General

Great little community library. Love the remodel. Keep up the good work

Thank you for your comment and support.

PREVIOUS BUSINESS:

The New York Times digital corporate office said that we cannot use our digital subscription on a computer within the library for patron use.

The DVD collection has been completely reviewed to be certain that all items are catalogued correctly and in the appropriate sections.

QUESTIONS:

Highwood Public Library

Balance Sheet w/Prior Month Comparison

As of December 31, 2017

	Dec 31, 17	Nov 30, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	50.00	50.00	0.00	0.0%
10201 · BOH General Fund Chk. (3563)				
10201.1 · BOH - Operating	36,881.48	85,922.29	-49,040.81	-57.1%
Total 10201 · BOH General Fund Chk. (3563)	36,881.48	85,922.29	-49,040.81	-57.1%
10206 · BOH Payroll Acct. Chk. (0133)	-558.42	10,590.85	-11,149.27	-105.3%
10216 · IMET Capital Impr. Fund (8102)	65.75	65.70	0.05	0.1%
10221 · IMET Reserve Fund (8101)	99,078.57	98,970.39	108.18	0.1%
10240 · BOH Convenience Fund Chk (2208)	2,956.58	3,055.62	-99.04	-3.2%
Total 10000 · CASH & INVESTMENT ACCOUNTS	138,473.96	198,654.85	-60,180.89	-30.3%
Total Checking/Savings	138,473.96	198,654.85	-60,180.89	-30.3%
Other Current Assets				
12500 · Rebate Credit Card	0.26	191.00	-190.74	-99.9%
14500 · Property Tax Receivable	238,201.00	238,201.00	0.00	0.0%
13000 · Prepaid Expenses	2,343.72	2,343.72	0.00	0.0%
Total Other Current Assets	240,544.98	240,735.72	-190.74	-0.1%
Total Current Assets	379,018.94	439,390.57	-60,371.63	-13.7%
TOTAL ASSETS	379,018.94	439,390.57	-60,371.63	-13.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	0.00	1,090.00	-1,090.00	-100.0%
Total Accounts Payable	0.00	1,090.00	-1,090.00	-100.0%
Other Current Liabilities				
20050 · Retainage Payable	0.00	21,511.85	-21,511.85	-100.0%
22000 · Payroll Liabilities	1,815.24	986.07	829.17	84.1%
24000 · Deferred Property Taxes	238,201.00	238,201.00	0.00	0.0%
Total Other Current Liabilities	240,016.24	260,698.92	-20,682.68	-7.9%
Total Current Liabilities	240,016.24	261,788.92	-21,772.68	-8.3%
Total Liabilities	240,016.24	261,788.92	-21,772.68	-8.3%
Equity				
32000 · Unrestricted Net Assets	218,357.63	218,357.63	0.00	0.0%
Net Income	-79,354.93	-40,755.98	-38,598.95	-94.7%
Total Equity	139,002.70	177,601.65	-38,598.95	-21.7%
TOTAL LIABILITIES & EQUITY	379,018.94	439,390.57	-60,371.63	-13.7%

Highwood Public Library

Profit & Loss YTD Budget vs. Actual

May through December 2017

	May - Dec 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	247,587.76	247,603.78	-16.02	100.0%
41200 · Tax Revenue - PPRT	0.00	2,500.00	-2,500.00	0.0%
41300 · Grants				
41300.1 · Per Capita Grant	0.00	4,196.66	-4,196.66	0.0%
Total 41300 · Grants	0.00	4,196.66	-4,196.66	0.0%
41400 · Interest & Dividends	819.50	1,000.00	-180.50	82.0%
Total 41000 · GENERAL REVENUES	248,407.26	255,300.44	-6,893.18	97.3%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	907.59	1,750.00	-842.41	51.9%
42200 · Lost Cards	34.00	50.00	-16.00	68.0%
42300 · Book Sales	82.77	100.00	-17.23	82.8%
42400 · Cookbook Sales	190.00	200.00	-10.00	95.0%
42500 · Payphone/Telephone	2.50	15.00	-12.50	16.7%
42600 · Photocopier	1,381.72	2,000.00	-618.28	69.1%
42800 · Headphones	22.50	25.00	-2.50	90.0%
42900 · Gifts & Donations	275.00	0.00	275.00	100.0%
Total 42000 · OPERATING REVENUES	2,896.08	4,140.00	-1,243.92	70.0%
49999 · Miscellaneous Income	131.33	20.00	111.33	656.7%
Total Income	251,434.67	259,460.44	-8,025.77	96.9%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	85,821.95	137,815.99	-51,994.04	62.3%
51110 · Bonuses/Overtime	370.00	500.00	-130.00	74.0%
51115 · IMRF Expense	6,014.00	10,923.10	-4,909.10	55.1%
51120 · Medical/Health Insurance	5,145.20	9,647.40	-4,502.20	53.3%
51122 · HRA Reimb. to City of Highwood	2,000.00	0.00	2,000.00	100.0%
51125 · Dental Insurance	266.88	440.35	-173.47	60.6%
51130 · Life Insurance	27.36	94.24	-66.88	29.0%
51135 · Vision Insurance	64.00	102.43	-38.43	62.5%
51140 · Employer FICA	6,770.24	10,542.92	-3,772.68	64.2%
51300 · Workers' Compensation Insurance	325.15	414.00	-88.85	78.5%
51999 · Payroll Processing Fees	232.75	500.50	-267.75	46.5%
Total 51000 · PERSONNEL & BENEFITS	107,037.53	170,980.93	-63,943.40	62.6%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	2,135.41	3,000.00	-864.59	71.2%
52100.2 · Books F - Children/Juvenile	1,986.99	2,000.00	-13.01	99.3%
52100.3 · Books F - Young Adult	503.02	1,000.00	-496.98	50.3%
52100.5 · Books F - Spanish Child./Juv.	11.86	0.00	11.86	100.0%
Total 52100 · Books, Fiction	4,637.28	6,000.00	-1,362.72	77.3%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	2,520.84	3,000.00	-479.16	84.0%
52150.2 · Books NF - Children/Juvenile	1,306.40	2,500.00	-1,193.60	52.3%
52150.3 · Books NF - Young Adult	729.76	1,000.00	-270.24	73.0%
Total 52150 · Books, Non-Fiction	4,557.00	6,500.00	-1,943.00	70.1%
52200 · A/V Materials				
52200.1 · A/V - Adult	1,852.12	2,550.00	-697.88	72.6%
52200.2 · A/V - Children/Juvenile	804.57	1,250.00	-445.43	64.4%
52200.4 · A/V - Spanish Adult	0.00	350.00	-350.00	0.0%
52200.5 · A/V - Spanish Child./Juv.	0.00	350.00	-350.00	0.0%
Total 52200 · A/V Materials	2,656.69	4,500.00	-1,843.31	59.0%

Highwood Public Library
Profit & Loss YTD Budget vs. Actual
 May through December 2017

	May - Dec 17	Budget	\$ Over Budget	% of Budget
52350 · On-Line Resources				
52350.2 · On-Line - Overdrive/My Media	2,506.00	2,552.55	-46.55	98.2%
52350.3 · On-Line - Zinio	1,083.33	1,575.00	-491.67	68.8%
52350.4 · On-Line - eRead	495.00	495.00	0.00	100.0%
Total 52350 · On-Line Resources	4,084.33	4,622.55	-538.22	88.4%
52400 · Periodicals				
52400.1 · Periodicals - Adult	2,946.97	1,432.62	1,514.35	205.7%
52400.2 · Periodicals - Children/Juvenile	0.00	116.62	-116.62	0.0%
52400.3 · Periodicals - Subscription Svc	1,275.52	2,465.15	-1,189.63	51.7%
Total 52400 · Periodicals	4,222.49	4,014.39	208.10	105.2%
52550 · Book Leasing Programs				
52550.1 · Book Leasing - Adult	2,028.00	2,028.00	0.00	100.0%
Total 52550 · Book Leasing Programs	2,028.00	2,028.00	0.00	100.0%
52600 · Book Standing Orders				
52600.2 · Book SO - Children/Juvenile	1,306.50	1,567.80	-261.30	83.3%
Total 52600 · Book Standing Orders	1,306.50	1,567.80	-261.30	83.3%
52650 · Processing Supplies	434.86	1,315.70	-880.84	33.1%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	23,927.15	30,548.44	-6,621.29	78.3%
53000 · PROGRAMMING				
53100 · Library Program Facilitators	1,245.00	2,500.00	-1,255.00	49.8%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	156.88	0.00	156.88	100.0%
53200.2 · Prog. Suppl. - Chld./Juv.	1,279.91	2,700.00	-1,420.09	47.4%
53200.3 · Prog. Suppl. - Young Adult	591.31	600.00	-8.69	98.6%
Total 53200 · Program Supplies	2,028.10	3,300.00	-1,271.90	61.5%
Total 53000 · PROGRAMMING	3,273.10	5,800.00	-2,526.90	56.4%
54000 · GRANT EXPENSES				
54100 · Per Capita Grant Expenses				
54100.1 · Per Capita - Materials	0.00	4,196.66	-4,196.66	0.0%
Total 54100 · Per Capita Grant Expenses	0.00	4,196.66	-4,196.66	0.0%
54200 · Other Grant Expenses				
54200.1 · Live & Learn Renovation Grant	12,150.00	0.00	12,150.00	100.0%
Total 54200 · Other Grant Expenses	12,150.00	0.00	12,150.00	100.0%
Total 54000 · GRANT EXPENSES	12,150.00	4,196.66	7,953.34	289.5%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	203.33	1,000.00	-796.67	20.3%
55100.2 · Library Board Expense	19.99	0.00	19.99	100.0%
55100.3 · Travel Reimbursement	0.00	200.00	-200.00	0.0%
Total 55100 · Library Board & Staff Expenses	223.32	1,200.00	-976.68	18.6%
55200 · Technology				
55200.1 · Circulation System (ILS)	2,300.00	2,300.00	0.00	100.0%
55200.2 · Baker/Taylor TS3 Search System	1,635.00	1,635.00	0.00	100.0%
55200.3 · Website	550.00	550.00	0.00	100.0%
55200.5 · Hardware Purchases	240.95	1,500.00	-1,259.05	16.1%
55200.6 · Software	648.13	755.00	-106.87	85.8%
Total 55200 · Technology	5,374.08	6,740.00	-1,365.92	79.7%

Highwood Public Library
Profit & Loss YTD Budget vs. Actual
May through December 2017

	<u>May - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
55300 · Furniture & Equipment				
55300.1 · Furniture/Equipment Purchases	0.00	500.00	-500.00	0.0%
55300.2 · Equipment Leases (Copier)	1,652.80	3,300.00	-1,647.20	50.1%
Total 55300 · Furniture & Equipment	1,652.80	3,800.00	-2,147.20	43.5%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	1,802.92	3,250.00	-1,447.08	55.5%
55400.3 · Membership Dues/Fees	798.06	1,200.00	-401.94	66.5%
55400.4 · Licensing Fees	1,048.67	1,130.00	-81.33	92.8%
55400.5 · Postage & Shipping Fees	215.50	500.00	-284.50	43.1%
55400.6 · Telecommunications/Internet	1,674.56	2,500.00	-825.44	67.0%
55400.7 · Utilities	36.12	100.00	-63.88	36.1%
55400.8 · Liability/Property Insurance	4,097.27	2,270.00	1,827.27	180.5%
Total 55400 · General Office/Administration	9,673.10	10,950.00	-1,276.90	88.3%
55500 · Outreach & Public Relations				
55500.2 · Public Relations - Gen. Library	51.73	200.00	-148.27	25.9%
55500.3 · Community Outreach/Relations	488.47	50.00	438.47	976.9%
Total 55500 · Outreach & Public Relations	540.20	250.00	290.20	216.1%
55600 · Bank/Svc. Fees & Fin. Charges	406.00	1,700.00	-1,294.00	23.9%
Total 55000 · GENERAL ADMINISTRATION	17,869.50	24,640.00	-6,770.50	72.5%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	4,000.00	6,000.00	-2,000.00	66.7%
56200 · Cleaning Services	2,062.50	3,120.00	-1,057.50	66.1%
56300 · IT/Computer Services	1,865.64	3,900.00	-2,034.36	47.8%
56400 · Legal Services	0.00	250.00	-250.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	2,912.67	3,420.00	-507.33	85.2%
56500.2 · Maintenance Svcs. - Exterior	540.98	800.00	-259.02	67.6%
Total 56500 · Maintenance Services	3,453.65	4,220.00	-766.35	81.8%
Total 56000 · PROFESSIONAL/CONTRACT SERVIC...	11,381.79	17,490.00	-6,108.21	65.1%
58000 · Renovation Project 2012-2016				
58200 · Renovation Expense	155,150.53	5,804.41	149,346.12	2,673.0%
Total 58000 · Renovation Project 2012-2016	155,150.53	5,804.41	149,346.12	2,673.0%
Total Expense	330,789.60	259,460.44	71,329.16	127.5%
Net Ordinary Income	-79,354.93	0.00	-79,354.93	100.0%
Net Income	-79,354.93	0.00	-79,354.93	100.0%

6:22 AM

01/10/18

Highwood Public Library Check Detail (Including Payroll) December 19, 2017 through January 15, 2018

Type	Num	Date	Name	Memo	Account	Original Amount
Liability Check		12/21/2017	QuickBooks Payroll Service	Created by Payroll Service on 12/18/2017	10206 · BOH Payroll Acct. Chk. (0133)	-3,897.64
			QuickBooks Payroll Service	Fee for 8 direct deposit(s) at \$1.75 each Created by Payroll Service on 12/18/2017	51999 · Payroll Processing Fees 21000 · Direct Deposit Liabilities	14.00 3,883.64
TOTAL						3,897.64
Liability Check		01/04/2018	QuickBooks Payroll Service	Created by Payroll Service on 01/02/2018	10206 · BOH Payroll Acct. Chk. (0133)	-3,439.40
			QuickBooks Payroll Service	Fee for 6 direct deposit(s) at \$1.75 each Created by Payroll Service on 01/02/2018	51999 · Payroll Processing Fees 21000 · Direct Deposit Liabilities	10.50 3,428.90
TOTAL						3,439.40
Liability Check	ACH	12/22/2017	United States Treasury	36-2932315	10206 · BOH Payroll Acct. Chk. (0133)	-1,265.76
				36-2932315	22000 · Payroll Liabilities	469.00
				36-2932315	22000 · Payroll Liabilities	322.86
				36-2932315	22000 · Payroll Liabilities	322.86
				36-2932315	22000 · Payroll Liabilities	75.52
				36-2932315	22000 · Payroll Liabilities	75.52
TOTAL						1,265.76
Liability Check	ACH	12/22/2017	Illinois Department of Revenue	36-2932315 000	10206 · BOH Payroll Acct. Chk. (0133)	-234.48
				36-2932315 000	22000 · Payroll Liabilities	234.48
TOTAL						234.48
Liability Check	ACH	01/08/2018	Illinois Department of Revenue	36-2932315 000	10206 · BOH Payroll Acct. Chk. (0133)	-208.15
				36-2932315 000	22000 · Payroll Liabilities	208.15
TOTAL						208.15
Liability Check	ACH	01/08/2018	United States Treasury	36-2932315	10206 · BOH Payroll Acct. Chk. (0133)	-1,145.02
				36-2932315	22000 · Payroll Liabilities	434.00
				36-2932315	22000 · Payroll Liabilities	288.13
				36-2932315	22000 · Payroll Liabilities	288.13
				36-2932315	22000 · Payroll Liabilities	67.38
				36-2932315	22000 · Payroll Liabilities	67.38
TOTAL						1,145.02

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Highwood Public Library Check Detail (Including Payroll) December 19, 2017 through January 15, 2018

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	DBT	12/22/2017	Walgreens	Garbage bags & plastic cutlery	10240 · BOH Convenience Fund Chk (2208)	-38.14
Bill	122117	12/21/2017		Garbage bags & plastic cutlery.	55400.2 · Office/Library Supplies	38.14
TOTAL						38.14
Bill Pmt -Check	DBT	12/26/2017	Dunkin Donuts	Food for staff meeting	10240 · BOH Convenience Fund Chk (2208)	-18.98
Bill	122317	12/23/2017		Food for staff meeting.	55100.1 · Staff Development	18.98
TOTAL						18.98
Bill Pmt -Check	DD	01/08/2018	Comcast	Internet and phone service 12/16/17 - 1/15/18	10201.1 · BOH - Operating	-209.78
Bill	12917	12/09/2017		Internet and phone service 12/16/17 - 1/15/18	55400.6 · Telecommunications/Internet	209.78
TOTAL						209.78
Bill Pmt -Check	1390	01/08/2018	Aerex Pest Control Service, Inc.	Exterminator spraying	10201.1 · BOH - Operating	-95.00
Bill	1065300	12/07/2017		Exterminator spraying	56500.1 · Maintenance Svcs. - Interior	95.00
TOTAL						95.00
Bill Pmt -Check	1391	01/08/2018	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-419.36
Bill	2033327694	11/28/2017		YA Fiction Graphic Novels	52100.3 · Books F - Young Adult	34.44
Bill	2033335287	11/29/2017		Processing Fees	52650 · Processing Supplies	0.47
Bill	2033343227	12/05/2017		Adult Non-Fiction Books	52150.1 · Books NF - Adult	113.00
				Processing Fees	52650 · Processing Supplies	0.57
				Adult Fiction Books	52100.1 · Books F - Adult	31.64
				Adult Non-Fiction Books	52150.1 · Books NF - Adult	36.00
				Processing Fees.	52650 · Processing Supplies	2.74
Bill	2033351376	12/06/2017		YA Non-Fiction books	52150.3 · Books NF - Young Adult	9.60
				Processing fees	52650 · Processing Supplies	0.85
Bill	2033375978	12/18/2017		Adult Books	52100.1 · Books F - Adult	32.37
				Non-Fiction Adult Books	52150.1 · Books NF - Adult	30.08
				Processing supplies	52650 · Processing Supplies	3.20
Bill	2033384352	12/21/2017		YA Reference	52150.3 · Books NF - Young Adult	21.13
Bill	2033398344	12/26/2017		Children's Book	52100.2 · Books F - Children/Juvenile	10.21
Bill	2033398917	12/28/2017		Adult fiction books	52100.1 · Books F - Adult	73.97
				Processing supplies	52650 · Processing Supplies	4.00
Bill	2033401259	12/29/2017		YA Book	52100.3 · Books F - Young Adult	15.09
TOTAL						419.36

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Highwood Public Library
Check Detail (Including Payroll)
 December 19, 2017 through January 15, 2018

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	1393	01/08/2018	De Lage Landen		10201.1 · BOH - Operating	-612.61
Bill	56666199	10/21/2017		Origination fee and Oct. Interim payments. 10/...	55300.2 · Equipment Leases (Copier)	392.32
Bill	57447305	12/23/2017		Dec 2017 Copier Lease for 12/15/17 - 01/14/18	55300.2 · Equipment Leases (Copier)	220.29
TOTAL						612.61
Bill Pmt -Check	1394	01/08/2018	Knutson, Jim		10201.1 · BOH - Operating	-349.50
Bill	121117	12/11/2017		Toner for circulation 8350 printer.	55400.2 · Office/Library Supplies	343.77
Bill	122017	12/20/2017		Paint for YA shelf unit.	56500.1 · Maintenance Svcs. - Interior	3.24
Bill	10318	01/03/2018		Board for childrens HVAC window.	56500.1 · Maintenance Svcs. - Interior	2.49
TOTAL						349.50
Bill Pmt -Check	1395	01/08/2018	Midwest Tape	Customer #2000007039 - Library Materials	10201.1 · BOH - Operating	-40.98
Bill	95649574	12/11/2017		Adult DVD	52200.1 · A/V - Adult	17.99
Bill	95686787	12/22/2017		Children's DVD'S	52200.2 · A/V - Children/Juvenile	22.99
TOTAL						40.98
Bill Pmt -Check	1396	01/08/2018	Optimum Carpet Care	Carpet cleaning YA & Adult.	10201.1 · BOH - Operating	-791.00
Bill	2207	11/10/2017		Carpet cleaning YA & 1/2 Adult Room	56500.1 · Maintenance Svcs. - Interior	791.00
TOTAL						791.00
Bill Pmt -Check	1397	01/08/2018	Wajda, Sandra	Cleaning Services	10201.1 · BOH - Operating	-120.00
Bill	121417	12/14/2017		General Cleaning Services 12/4,12/8,12/11,12/...	56200 · Cleaning Services	120.00
TOTAL						120.00
Bill Pmt -Check	1398	01/08/2018	Zabinski Consulting Services, Inc.		10201.1 · BOH - Operating	-1,000.00
Bill	3120	11/30/2017		November accounting services.	56100 · Accounting Services	500.00
Bill	3148	12/31/2017		December 2017 accounting services.	56100 · Accounting Services	500.00
TOTAL						1,000.00