



**AGENDA - REGULAR MONTHLY MEETING
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
Monday, October 16, 2017 – 7:00 P.M.
Adult Reading Room Conference Table**

1. Call to Order
2. Roll Call
3. Public Comment From the Floor
4. President's Report
 - a. Introduction of two trustee candidates
5. Secretary's Report
 - a. Motion to approve minutes from September 18, 2017 meeting
6. Communication
7. Treasurer's Report
 - a. Review of September financials
 - b. Motion to approve the October 2017 invoices
 - c. Discussion of FY19 tax levy amount
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: Maribeth Kuebler • Bertha Chavez • Patricia A. Lenzini

John Mitchell, Director director@highwoodlibrary.org



10. Old Business
11. New Business
 - a. Discuss readings from Per Capita Grant requirements
 - b. Discussion of Grand Opening party (Sunday Nov. 5th 3:30 to 5)
 - c. Discussion of patron survey
 - d. Discussion of updates to the current Food and Beverage Policy
 - e. Motion to approve Food and Beverage Policy
 - f. Discussion of updates to the Meeting Room Policy
 - g. Motion to approve Meeting Room Policy
 - h. Motion to approve FY19 tax levy amount
12. Executive Session 5 ILCS 120/Sec 2(c)1
13. Adjournment

Next Regular Board Meeting - Scheduled for Monday, November 20, 2017

Board of Trustees

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John Mitchell, Director director@highwoodlibrary.org

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Draft, not yet approved

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

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

Absent: Maribeth Kuebler, Patricia Lenzini

Ms. Hospodarsky called the meeting to order at 7:10 pm.

Public Comments - None

President's Report

- President sent a letter of congratulations to Pastificio, celebrating their 40th anniversary.
- President updated board on her meeting with Highwood Historical Society board regarding space availability. She noted that Library already has passed a resolution on city space partnership.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the September 6, 2017 special meeting. Ms. L. Lenzini seconded and the motion carried unanimously.

Communication

- A solicitation was received from the Highland Park Fire Department.
- Communications received via website: 2nd request to add Trump to poster of US Presidents in children's room. Director said that poster additions are not available. Board advised director to delegate removing outdated poster and looking for a new source. A patron had difficulty accessing MMM. Director indicated this is because patron lists are uploaded once a week. A notice of October as Domestic Violence month and an A Quindlen book recommendation with programming offer was received. Board members were interested in exploring. President agreed that a public library is the proper venue for awareness and public service announcements. As there is a need for more adult programming, she asked director to be open to new initiatives and programming.

Ms. Patricia Lenzini arrived at 7:21 pm

Treasurer's Report

Ms. Loredo presented the August financials and September invoices.

Ms. Hospodarsky moved to approve September 2017 invoices as listed with the exception of check #1314 for \$400 to City of Highwood until invoice received from city. Ms. P. Lenzini seconded, and the motion carried unanimously.

- Accountants have corrected and updated Zinio balancing.
- More info for memberships still needs to be entered into budget worksheet
- Director made a list of construction remaining as of 9/18/17 for account transfer purposes – total is \$48,449.45. Finance committee will meet to figure out how much needs to be drawn from IMET reserve account to make one withdrawal and associated fee. Handyman will finish and paint unfinished ramp.
- Library lost window to coordinate with city for concrete pouring for emergency exit stoop at lower cost. Architect estimated \$5000 cost. Opening and use of East Building does not need to be delayed for stoop completion.

Draft, not yet approved

- Negative book standing orders in May, June have been corrected.
- Treasurer will follow up on Zabinski suggestion of treasurer bond cost.
- City and chamber are possible sources of accountant recommendations as director reported continued difficulty.
- Oct 5 Finance meeting will address restricting IMET Reserve out of fund balance.
- Director must go back, ensure only one correct version of reports remains on shared drive
- \$400 charge from city for inspection of stoop. President will follow up with City Manager on that and previous example of city charge (\$870 for fire alarm review, June minutes) to see if reduction/waiver possible.
- Director must get actual invoices (e.g. from city) before check can be paid. Invoice received was actually from Phoenix Midwest Consultants.
- Comcast backup documentation needed.

Librarian's Report

- Per capita grant requires trustees to review video on library security. Staff also have requirements which they started on at the staff meeting. Literacy is a focus this year. Due date unknown but trustees will try to complete for next board meeting. Director will send out link only to recommended security video. Director will review literacy materials and make recommendations for this library. Trustee Facts File is in the board packet.
- Gang signs / graffiti outside were sandblasted by City.
- New checkout system Apollo is to be installed Thursday/Friday of this week. Staff have been working with database, but have not taken webinar. Cataloguing and behind the scenes will be different, including different fields. There are no instructions yet for how to catalogue in the new system, and board advised not to catalog until instructions in place. Director is working on list for new categories. Announcement needed on website when system will be down. This could be given a good spin, or separate press release to make positive announcement to the public.
- Water meter installed for old bathrooms. Want to ensure we don't want to pay for installation, especially when will be disconnected soon. Not currently being charged - President will check with city manager.
- Target donations require significant lead time and children's librarians will plan ahead for next year's summer reading program.
- Director will meet next week with Girl Scouts leader regarding meeting room.
- Carpet was cleaned in children's room but other rooms will be postponed until construction done.
- Children's librarians to make connections at HP Library for Book Match selection notification.
- Construction update: still need some sinks in bathrooms, and ramp work, doors stained, and hardware. Latest estimated completion end October. Director to email GC for completion date.

Committee Reports

Building and Grounds: committee met on August 17 and circulated report. Ms. L. Lenzini reported on fire alarm. Radios must be replaced (\$1135) with CMFP. Also one AC unit condenser broken, to cost ~\$3000 to fix now or \$200 to reserve part and revisit in March. Board agreed to spend \$200 now and wait to repair. Board agreed GC should remove old bathroom fixtures as originally contracted.

Finance Committee: will meet October 5

Personnel Committee: meeting September 28 for personnel review.

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Technology Committee: committee met August 28 to discuss Apollo implementation. There were problems in original testing conversion though Biblionix has prior experience with Follett. Committee also discussed coordination for technology consultant's portion of work including Ethernet drops, and also identified tech needs for meeting room – projector mount, cables, etc. Committee discussed suggestion of e-access for periodicals within library, with staff to investigate.

Old Business - None

New Business

Discussion of lease for Konica Minolta copier, now that contract ended. Director recommends to continue leasing current rather than leasing new. Ms. Hospodarsky moved to approve lease for old copier. Ms. Loreda seconded and motion carried unanimously.

There was discussion of public Wi-Fi access while library closed – currently Wi-Fi is on 24 hours, but there has been property damage from people using Wi-Fi outside building and exterior electrical outlets. Furnace room window was kicked in, now boarded up. Air conditioner was damaged. Police had requested Wi-Fi to be off when library closed. People have been observed using Wi-Fi outside sitting on A/C unit even during opening hours, so limiting Wi-Fi will not solve that. Ms. Hospodarsky moved to have Wi-Fi on a timer from 9 am to 9 pm, with override possible for late meetings. Ms. L. Lenzini seconded, and the motion carried unanimously.

There was discussion regarding party to introduce public to renovated East Building. Hospodarsky, P. Lenzini, Regalado will meet to plan, with Sunday afternoon date most likely. Probably will not choose Home for Holidays date because too many will be out of town.

Ms. Regalado moved to keep current status of executive session minutes, Ms. Loreda seconded and the motion carried unanimously.

Discussion of space needs of Highwood Historical Society: President mentioned to HHS possible usage of the old bathroom spaces using their money to renovate. HHS looking for space for display cases. There will be some wall space in new meeting room. Also a portion of library storage space is possible, but our space needs are unknown. Director has inventoried the public works storage, but now needs to evaluate what is needed so library storage needs confirmed. Probably at least 10' x 20' space needed. Any HHS use parameters would need to be very clear via contract which city manager would assist with.

Ms. Hospodarsky moved and Ms. Regalado seconded to adjourn.

Meeting adjourned 9:45 pm.

Next regular board meeting will be Monday, October 16, 2017.

Director's Report October 2017

The renovation has been proceeding at a fast pace and is in the final stages. ATP has finished all of its work and is in the process of cleaning up the work areas. The inspector came and indicated two items that needed to be completed before the permit could be released: the installation of the concrete steps and signage for the new bathrooms. He signed off on the work with the understanding that the work would be completed. The director and architect walked through the building and compiled the punch list and this will be sent to the contractor and board president to review and schedule any additions to the list and to complete the work.

The staff cleaned and arranged the YA Room to prepare for the grand opening party. Once the punch list items are completed the carpet cleaners will be scheduled to clean the YA carpet.

Chicago Metropolitan Fire Prevention installed the radio alarm and said that there was a problem with the panel. During the inspection, which was performed by Krause Electric (the panel and device installer), Esscoe Engineering (the manufacturer of the panel) and the Highland Park Fire Department Inspector, it was determined that the problem was with the installation of the radio from CMFP. The inspector contacted CMFP and told them that the panel is not communicating the trouble signal and needs to be corrected. Another meeting will be scheduled with all the parties so that problem with the panel and radio can be corrected with all parties present. The inspector also indicated that 2 smoke detectors need to be replaced with heat sensors. Krause electric will provide a quote for that work.

The director contacted Ivan Tosi about possible help for moving furniture from storage to the East Building. Ivan indicated that he could not provide manpower but suggested that the director talk to the city about borrowing a truck.

The teens that have been acting disruptively in the front of the library were informed that from now on the library staff will just call the police and let them handle the problem. One of the teens came back to the library and acted up, the police were called, and they told the teen that he was no longer allowed on library property.

A full pepper spray dispenser was found in the Children's Room and it was disposed of.

The patron database was "cleaned" of outdated entries and the Apollo ILS from Biblionix was installed. There have been a number of issues and questions with the new software and the director and Computer Technician have been working with Biblionix to address the issues. Staff have also been working with the new system and documenting any

questions or problems. At the next staff meeting on Saturday, October 14 the staff will discuss all the problems and create a list to send to Biblionix.

The most recent quarterly reports for the Live & Learn Grant reporting have been submitted to the State Library.

The director talked to the city about the return of the library files from the auditor and was informed that they are still not yet available.

A cub scout pack will be meeting at the library on October 18.

K9 Reading Buddies started their monthly programs.

SUGGESTION BOX COMMENTS:

Collection

Display “newest” or recommended DVDs on top of cabinets – keep a list of newest DVDs so one can get ideas of videos you have

The staff will be making lists of the new DVDs to post near the DVD collections. Please note that the library has a new automated system that lists the newest additions to the collection on the library’s catalog. This page can be accessed by going to the library’s website (www.highwoodlibrary.org) and clicking on the link to the online catalog.

General

Please expand bathrooms. A stroller doesn’t fit. Thank you.

The library has been renovating the East Building to provide more services to its patrons. One of the highlights of the renovation is new ADA accessible bathrooms that provide easier access to the facilities for all patrons. The project is expected to be completed by the end of October and the bathrooms will be available to the public at that time.

Get taller dvd shelves so we don’t have to bend down every time we want to check out a movie.

The library is considering the installation of different shelves to hold the DVD collections but is waiting until after the renovation to install them. Once the old bathrooms have been demolished the library will evaluate how to use the space available in the Adult Area in order to fit the shelving units.

PREVIOUS BUSINESS:

The director followed up with the email from A Safe Place after the Boards suggestion and talked about the possibility of hosting a program at the library. It was agreed to wait until after the holidays and Ms. Lee will be contacting the director near the end of the year to schedule a program.

Statistics for the library's subscription to eRead have been added to the monthly statistics report.

The director has gone through the folders of previous board reports and removed the incorrect copies so that only the corrected reports are in the folders.

The Comcast documentation that was missing from last month's packet was found in the file cabinet. It had been accidentally filed instead of included with the reports.

A presidential portrait poster showing all the presidents through the current president was ordered.

More information about the subscription periods for memberships and periodicals has been added to the budget worksheet. Once the auditors are done with the library's files the director will be able to finish adding the information.

The director spoke with the Girl Scout leader about possible meetings at the library and she indicated she was going to check whether they would be able to meet on a day other than Friday.

The hours for access to the library's public wireless system have been changed to 9am to 9pm. The staff wireless access has not been changed so the board access on meeting nights should not be affected.

IMET was contacted about fees for transferring funds and they indicated that there are none. The director went to the Bank of Highwood to talk to a banker about the transfers and although he could not get specific information about the account because he is not a signer the banker did indicate that there are no fees at their end either as long as the number of transactions stays within the limits set by the type of account.

A list of new videos was created and posted by the DVD collections. The list will be updated as new items become available.

QUESTIONS:

Balance Sheet:

Negative balance on 10201 "other" ?

I believe this is because the entry should have been 10201.1 rather than 10201.
The accountant will make the corrections to Quickbooks.

P&L:

wages 50% higher for Sept over Aug?

During the month of September was an extra pay period in the month of September because of the way the payroll dates fell.

Check Detail:

keys? Are we retrieving keys from departing employees?

Yes, all our keys for the entrances are not copyable and numbered so whenever an employee leaves we get the key from them. The keys referred to in this line were copies of the keys for the new fire alarm panel to make certain we have spares.

Freight surcharges of a few cents really to be put into processing supplies instead of books? Isn't that the cost of getting books?

Normally the freight and processing costs are entered together under "processing supplies". There were some instances this month where items were ordered without processing so the only fee listed on the B&T invoice was the freight. The accountant went by the description on the invoice and entered description into Quickbooks as "freight". These amounts have still been booked to "Processing Supplies" as usual.

Beck's A/C work - exterior maintenance or interior?

The \$200 check to Beck's was for the down payment for the condenser unit. This was a check written by hand and approved by the board. When the accountants came there was some confusion about whether it had been entered into Quickbooks and when it was entered, it was entered into fund 55300.3 maintenance/cleaning equipment rather than 56500.2. The accountant will correct the entry in Quickbooks.

Biblionix was already budgeted in previous year. Should this be charged to another account?

Even though it was budgeted the library did spend it until now so it was entered in the fund for the circulation system.

Memo line for Jim K reimbursement of \$240.95 not descriptive in visible part

The accountant will shorten the description so that the visible part will read “receipt printer for ILS”.

Highwood Public Library
Balance Sheet w/Prior Month Comparison
As of September 30, 2017

	Sep 30, 17	Aug 31, 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	139,460.20	55,715.78	83,744.42	150.3%
10201 · BOH General Fund Chk. (3563) - Other	-21,747.63	-6,747.63	-15,000.00	-222.3%
Total 10201 · BOH General Fund Chk. (3563)	117,712.57	48,968.15	68,744.42	140.4%
10206 · BOH Payroll Acct. Chk. (0133)	13,629.30	10,985.71	2,643.59	24.1%
10216 · IMET Capital Impr. Fund (8102)	65.62	65.58	0.04	0.1%
10221 · IMET Reserve Fund (8101)	98,777.57	98,683.67	93.90	0.1%
10240 · BOH Convenience Fund Chk (2208)	1,571.61	1,750.16	-178.55	-10.2%
Total 10000 · CASH & INVESTMENT ACCOUNTS	231,806.67	160,503.27	71,303.40	44.4%
Total Checking/Savings	231,806.67	160,503.27	71,303.40	44.4%
Other Current Assets				
14500 · Property Tax Receivable	238,201.00	238,201.00	0.00	0.0%
13000 · Prepaid Expenses	6,873.48	6,873.48	0.00	0.0%
Total Other Current Assets	245,074.48	245,074.48	0.00	0.0%
Total Current Assets	476,881.15	405,577.75	71,303.40	17.6%
TOTAL ASSETS	476,881.15	405,577.75	71,303.40	17.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
20050 · Retainage Payable	21,511.85	21,511.85	0.00	0.0%
21000 · Direct Deposit Liabilities	0.00	-3,847.22	3,847.22	100.0%
22000 · Payroll Liabilities	-0.02	183.09	-183.11	-100.0%
24000 · Deferred Property Taxes	238,201.00	238,201.00	0.00	0.0%
Total Other Current Liabilities	259,712.83	256,048.72	3,664.11	1.4%
Total Current Liabilities	259,712.83	256,048.72	3,664.11	1.4%
Total Liabilities	259,712.83	256,048.72	3,664.11	1.4%
Equity				
32000 · Unrestricted Net Assets	218,357.63	218,357.63	0.00	0.0%
Net Income	-1,189.31	-68,828.60	67,639.29	98.3%
Total Equity	217,168.32	149,529.03	67,639.29	45.2%
TOTAL LIABILITIES & EQUITY	476,881.15	405,577.75	71,303.40	17.6%

Highwood Public Library

Profit & Loss YTD Budget vs. Actual

May through September 2017

	May - Sep 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	240,737.28	247,603.78	-6,866.50	97.2%
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	518.37	1,000.00	-481.63	51.8%
Total 41000 · GENERAL REVENUES	241,255.65	255,300.44	-14,044.79	94.5%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	576.05	1,750.00	-1,173.95	32.9%
42200 · Lost Cards	23.00	50.00	-27.00	46.0%
42300 · Book Sales	61.62	100.00	-38.38	61.6%
42400 · Cookbook Sales	190.00	200.00	-10.00	95.0%
42500 · Payphone/Telephone	2.00	15.00	-13.00	13.3%
42600 · Photocopier	926.59	2,000.00	-1,073.41	46.3%
42800 · Headphones	6.00	25.00	-19.00	24.0%
Total 42000 · OPERATING REVENUES	1,785.26	4,140.00	-2,354.74	43.1%
49999 · Miscellaneous Income	126.08	20.00	106.08	630.4%
Total Income	243,166.99	259,460.44	-16,293.45	93.7%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	54,735.58	137,815.99	-83,080.41	39.7%
51110 · Bonuses/Overtime	0.00	500.00	-500.00	0.0%
51115 · IMRF Expense	3,903.47	10,923.10	-7,019.63	35.7%
51120 · Medical/Health Insurance	3,215.72	9,647.40	-6,431.68	33.3%
51125 · Dental Insurance	166.80	440.35	-273.55	37.9%
51130 · Life Insurance	17.10	94.24	-77.14	18.1%
51135 · Vision Insurance	40.00	102.43	-62.43	39.1%
51140 · Employer FICA	4,392.14	10,542.92	-6,150.78	41.7%
51300 · Workers' Compensation Insurance	97.97	414.00	-316.03	23.7%
51999 · Payroll Processing Fees	148.75	500.50	-351.75	29.7%
Total 51000 · PERSONNEL & BENEFITS	66,717.53	170,980.93	-104,263.40	39.0%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	1,196.30	3,000.00	-1,803.70	39.9%
52100.2 · Books F - Children/Juvenile	1,064.67	2,000.00	-935.33	53.2%
52100.3 · Books F - Young Adult	270.57	1,000.00	-729.43	27.1%
Total 52100 · Books, Fiction	2,531.54	6,000.00	-3,468.46	42.2%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	609.47	3,000.00	-2,390.53	20.3%
52150.2 · Books NF - Children/Juvenile	0.00	2,500.00	-2,500.00	0.0%
52150.3 · Books NF - Young Adult	205.85	1,000.00	-794.15	20.6%
Total 52150 · Books, Non-Fiction	815.32	6,500.00	-5,684.68	12.5%
52200 · A/V Materials				
52200.1 · A/V - Adult	1,404.30	2,550.00	-1,145.70	55.1%
52200.2 · A/V - Children/Juvenile	781.58	1,250.00	-468.42	62.5%
52200.4 · A/V - Spanish Adult	0.00	350.00	-350.00	0.0%
52200.5 · A/V - Spanish Chld./Juv.	0.00	350.00	-350.00	0.0%
Total 52200 · A/V Materials	2,185.88	4,500.00	-2,314.12	48.6%
52350 · On-Line Resources				
52350.2 · On-Line - Overdrive/My Media	390.17	2,552.55	-2,162.38	15.3%
52350.3 · On-Line - Zinio	1,083.33	1,575.00	-491.67	68.8%

Highwood Public Library

Profit & Loss YTD Budget vs. Actual

May through September 2017

	May - Sep 17	Budget	\$ Over Budget	% of Budget
52350.4 · On-Line - eRead	495.00	495.00	0.00	100.0%
Total 52350 · On-Line Resources	1,968.50	4,622.55	-2,654.05	42.6%
52400 · Periodicals				
52400.1 · Periodicals - Adult	1,035.30	1,432.62	-397.32	72.3%
52400.2 · Periodicals - Children/Juvenile	0.00	116.62	-116.62	0.0%
52400.3 · Periodicals - Subscription Svc	0.00	2,465.15	-2,465.15	0.0%
Total 52400 · Periodicals	1,035.30	4,014.39	-2,979.09	25.8%
52550 · Book Leasing Programs				
52550.1 · Book Leasing - Adult	0.00	2,028.00	-2,028.00	0.0%
Total 52550 · Book Leasing Programs	0.00	2,028.00	-2,028.00	0.0%
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	295.55	1,315.70	-1,020.15	22.5%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	10,138.59	30,548.44	-20,409.85	33.2%
53000 · PROGRAMMING				
53100 · Library Program Facilitators	995.00	2,500.00	-1,505.00	39.8%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	84.75	0.00	84.75	100.0%
53200.2 · Prog. Suppl. - Chld./Juv.	678.11	2,700.00	-2,021.89	25.1%
53200.3 · Prog. Suppl. - Young Adult	376.10	600.00	-223.90	62.7%
Total 53200 · Program Supplies	1,138.96	3,300.00	-2,161.04	34.5%
Total 53000 · PROGRAMMING	2,133.96	5,800.00	-3,666.04	36.8%
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%
Total 54000 · GRANT EXPENSES	0.00	4,196.66	-4,196.66	0.0%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	88.75	1,000.00	-911.25	8.9%
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	108.74	1,200.00	-1,091.26	9.1%
55200 · Technology				
55200.1 · Circulation System (ILS)	2,300.00	2,300.00	0.00	100.0%
55200.2 · Baker/Taylor TS3 Search System	0.00	1,635.00	-1,635.00	0.0%
55200.3 · Website	550.00	550.00	0.00	100.0%
55200.5 · Hardware Purchases	0.00	1,500.00	-1,500.00	0.0%
55200.6 · Software	0.00	755.00	-755.00	0.0%
Total 55200 · Technology	2,850.00	6,740.00	-3,890.00	42.3%
55300 · Furniture & Equipment				
55300.1 · Furniture/Equipment Purchases	0.00	500.00	-500.00	0.0%
55300.2 · Equipment Leases (Copier)	1,232.51	3,300.00	-2,067.49	37.3%
55300.3 · Maintenance/Cleaning Equipment	200.00	0.00	200.00	100.0%
Total 55300 · Furniture & Equipment	1,432.51	3,800.00	-2,367.49	37.7%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	1,002.23	3,250.00	-2,247.77	30.8%
55400.3 · Membership Dues/Fees	698.06	1,200.00	-501.94	58.2%
55400.4 · Licensing Fees	234.67	1,130.00	-895.33	20.8%

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

	<u>May - Sep 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
55400.5 · Postage & Shipping Fees	215.50	500.00	-284.50	43.1%
55400.6 · Telecommunications/Internet	1,046.01	2,500.00	-1,453.99	41.8%
55400.7 · Utilities	36.12	100.00	-63.88	36.1%
55400.8 · Liability/Property Insurance	1,918.26	2,270.00	-351.74	84.5%
Total 55400 · General Office/Administration	5,150.85	10,950.00	-5,799.15	47.0%
55500 · Outreach & Public Relations				
55500.2 · Public Relations - Gen. Library	51.73	200.00	-148.27	25.9%
55500.3 · Community Outreach/Relations	0.00	50.00	-50.00	0.0%
Total 55500 · Outreach & Public Relations	51.73	250.00	-198.27	20.7%
55600 · Bank/Svc. Fees & Fin. Charges	11.00	1,700.00	-1,689.00	0.6%
Total 55000 · GENERAL ADMINISTRATION	9,604.83	24,640.00	-15,035.17	39.0%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	1,500.00	6,000.00	-4,500.00	25.0%
56200 · Cleaning Services	1,290.00	3,120.00	-1,830.00	41.3%
56300 · IT/Computer Services	920.64	3,900.00	-2,979.36	23.6%
56400 · Legal Services	0.00	250.00	-250.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	1,708.96	3,420.00	-1,711.04	50.0%
56500.2 · Maintenance Svcs. - Exterior	394.98	800.00	-405.02	49.4%
Total 56500 · Maintenance Services	2,103.94	4,220.00	-2,116.06	49.9%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	5,814.58	17,490.00	-11,675.42	33.2%
58000 · Renovation Project 2012-2016				
58200 · Renovation Expense	87,712.32	5,804.41	81,907.91	1,511.1%
Total 58000 · Renovation Project 2012-2016	87,712.32	5,804.41	81,907.91	1,511.1%
Total Expense	182,121.81	259,460.44	-77,338.63	70.2%
Net Ordinary Income	61,045.18	0.00	61,045.18	100.0%
Net Income	61,045.18	0.00	61,045.18	100.0%

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Highwood Public Library Check Detail (Including Payroll) September 19 through October 16, 2017

Type	Num	Date	Name	Memo	Account	Original Amount
Liability Check		09/28/2017	QuickBooks Payroll Service	Created by Payroll Service on 09/25/2017	10206 · BOH Payroll Acct. Chk. (0133)	-4,108.59
			QuickBooks Payroll Service	Fee for 8 direct deposit(s) at \$1.75 each Created by Payroll Service on 09/25/2017	51999 · Payroll Processing Fees 21000 · Direct Deposit Liabilities	14.00 4,094.59
TOTAL						4,108.59
Liability Check		10/12/2017	QuickBooks Payroll Service	Created by Payroll Service on 10/09/2017	10206 · BOH Payroll Acct. Chk. (0133)	-3,856.09
			QuickBooks Payroll Service	Fee for 8 direct deposit(s) at \$1.75 each Created by Payroll Service on 10/09/2017	51999 · Payroll Processing Fees 21000 · Direct Deposit Liabilities	14.00 3,842.09
TOTAL						3,856.09
Liability Check	ACH	10/13/2017	United States Treasury	36-2932315	10206 · BOH Payroll Acct. Chk. (0133)	-1,273.46
				36-2932315	22000 · Payroll Liabilities	482.00
				36-2932315	22000 · Payroll Liabilities	320.71
				36-2932315	22000 · Payroll Liabilities	320.71
				36-2932315	22000 · Payroll Liabilities	75.02
				36-2932315	22000 · Payroll Liabilities	75.02
TOTAL						1,273.46
Liability Check	ACH	10/13/2017	Illinois Department of Revenue	36-2932315 000	10206 · BOH Payroll Acct. Chk. (0133)	-232.85
				36-2932315 000	22000 · Payroll Liabilities	232.85
TOTAL						232.85
Bill Pmt -Check	DD	09/19/2017	Panera Bread	Food for the monthly staff meeting	10240 · BOH Convenience Fund Chk (2208)	-24.75
Bill	91617	09/16/2017		Food for the monthly staff meeting.	55100.1 · Staff Development	24.75
TOTAL						24.75
Bill Pmt -Check	DD	09/21/2017	Konica Minolta Premier Finance	Customer #1253450 - Monthly Copier Lease	10201.1 · BOH - Operating	-188.76
Bill	338276033	08/25/2017		Photocopier lease payment.	55300.2 · Equipment Leases (Copier)	188.76
TOTAL						188.76
Bill Pmt -Check	DD	09/25/2017	Westchester Lock & Key Service	3 Keys and 3 ID tags	10240 · BOH Convenience Fund Chk (2208)	-11.85
Bill	1200	09/22/2017		3 Keys and ID tags	55400.2 · Office/Library Supplies	11.85
TOTAL						11.85
Bill Pmt -Check	DD	09/27/2017	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-227.82

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Highwood Public Library Check Detail (Including Payroll) September 19 through October 16, 2017

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	83117-2	08/31/2017		Young adult program supplies purchased for t...	53200.3 · Prog. Suppl. - Young Adult	45.55
Bill	91417	09/14/2017		Young adult Non-Fiction books purchased for t...	52150.3 · Books NF - Young Adult	152.75
Bill	91917	09/19/2017		Junior fiction books purchased for the library.	52100.2 · Books F - Children/Juvenile	4.87
Bill	91917-1	09/19/2017		Juvenile fiction books purchased for the library.	52100.2 · Books F - Children/Juvenile	24.65
TOTAL						227.82
Bill Pmt -Check	DD	10/16/2017	Comcast	Monthly bill for the period of 9/16/17 thru 1...	10201.1 · BOH - Operating	-209.39
Bill	0550115529-Se...	09/09/2017		Monthly bill for the period of 9/16/17 thru 10/15...	55400.6 · Telecommunications/Internet	209.39
TOTAL						209.39
Bill Pmt -Check	DD	10/16/2017	Target	Beer purchased for the beer and wine walk,...	10240 · BOH Convenience Fund Chk (2208)	-13.99
Bill	91617	09/16/2017		Beer purchased for the beer and wine walk.	55500.2 · Public Relations - Gen. Library	55.96
TOTAL						55.96
Bill Pmt -Check	DD	10/16/2017	Walmart	Various supplies purchased for the Wine & ...	10240 · BOH Convenience Fund Chk (2208)	-37.74
Bill	91617	09/16/2017		Various supplies purchased for the Wine & Be...	55500.2 · Public Relations - Gen. Library	37.74
TOTAL						37.74
Liability Check	ACH 0929	09/25/2017	Illinois Department of Revenue	36-2932315 000	10206 · BOH Payroll Acct. Chk. (0133)	-242.62
				36-2932315 000	22000 · Payroll Liabilities	242.62
TOTAL						242.62
Liability Check	ACH 0929	09/25/2017	United States Treasury	36-2932315	10206 · BOH Payroll Acct. Chk. (0133)	-1,309.72
				36-2932315	22000 · Payroll Liabilities	488.00
				36-2932315	22000 · Payroll Liabilities	333.00
				36-2932315	22000 · Payroll Liabilities	333.00
				36-2932315	22000 · Payroll Liabilities	77.86
				36-2932315	22000 · Payroll Liabilities	77.86
TOTAL						1,309.72
Liability Check	ACH 1003	09/25/2017	IMRF		10206 · BOH Payroll Acct. Chk. (0133)	-1,495.39
					22000 · Payroll Liabilities	408.84
					22000 · Payroll Liabilities	1,086.55
TOTAL						1,495.39
Bill Pmt -Check	1328	09/21/2017	Beck's Heating & Air Conditioning	Down Payment for condensor for the adult ...	10201.1 · BOH - Operating	-200.00

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Highwood Public Library Check Detail (Including Payroll) September 19 through October 16, 2017

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	92117	09/21/2017		Down Payment for condensor for the adult roo...	55300.3 · Maintenance/Cleaning Equipment	200.00
TOTAL						200.00
Liability Check	1329	10/09/2017	City of Highwood.		10206 · BOH Payroll Acct. Chk. (0133)	-859.92
					22000 · Payroll Liabilities	160.80
					22000 · Payroll Liabilities	643.15
					22000 · Payroll Liabilities	8.34
					22000 · Payroll Liabilities	33.36
					22000 · Payroll Liabilities	1.00
					22000 · Payroll Liabilities	8.99
					22000 · Payroll Liabilities	0.86
					22000 · Payroll Liabilities	3.42
TOTAL						859.92
Bill Pmt -Check	1330	10/16/2017	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-667.40
Bill	2033132552	09/05/2017		Adult Non-Fiction books purchased for the libr... Freight Surcharge	52150.1 · Books NF - Adult 52650 · Processing Supplies	9.52 0.05
Bill	2033145251	09/11/2017		Young adult fiction books purchased for the lib... Young adult non-fiction books purchased for th...	52100.3 · Books F - Young Adult 52150.3 · Books NF - Young Adult	16.04 19.81
Bill	2033152557	09/13/2017		Processing supplies purchased for the library Adult fiction books purchased for the library. Children/Juvenile books purchased for the libr...	52650 · Processing Supplies 52100.1 · Books F - Adult 52100.2 · Books F - Children/Juvenile	1.28 129.94 47.55
Bill	2033156456	09/14/2017		Adult Non-fiction books purchased for the libra... Processing supplies purchased for the library. Adult fiction books purchased for the library.	52150.1 · Books NF - Adult 52650 · Processing Supplies 52100.1 · Books F - Adult	42.71 33.20 59.87
Bill	2033173956	09/22/2017		Adult Non-Fiction books purchased for the libr... Processing supplies purchased for the library. Young adult fiction books purchased for the lib...	52150.1 · Books NF - Adult 52650 · Processing Supplies 52100.3 · Books F - Young Adult	15.81 2.93 17.99
Bill	2033188115	09/28/2017		Freight Surcharge Adult fiction books purchased for the library. Children/Juvenile fiction books purchased for t...	52650 · Processing Supplies 52100.1 · Books F - Adult 52100.2 · Books F - Children/Juvenile	0.09 119.99 16.48
Bill	2033197913	10/02/2017		Adult Non-Fiction books purchased for the libr... Processing supplies purchased for the library. Adult fiction books purchased for the library. Adult Non-Fiction books purchased for the libr... Processing supplies purchaed for the library.	52150.1 · Books NF - Adult 52650 · Processing Supplies 52100.1 · Books F - Adult 52150.1 · Books NF - Adult 52650 · Processing Supplies	73.44 11.75 31.07 15.25 2.63
TOTAL						667.40
Bill Pmt -Check	1331	10/16/2017	Midwest Tape	Customer #200007039 - Library Materials	10201.1 · BOH - Operating	-173.91
Bill	95366964	09/08/2017		Various DVD'S purchased for the library.	52200.1 · A/V - Adult	14.99
Bill	95394477	09/13/2017		Various DVD'S purchased for the library.	52200.1 · A/V - Adult	17.99
Bill	95402841	09/15/2017		Various DVD'S purchased for the library.	52200.1 · A/V - Adult	65.97
Bill	95427087	09/25/2017		Various DVD'S purchased for the library.	52200.1 · A/V - Adult	36.98
Bill	95446707	10/02/2017		Various DVD'S purchased for the library.	52200.1 · A/V - Adult	37.98
TOTAL						173.91

Highwood Public Library
Check Detail (Including Payroll)
 September 19 through October 16, 2017

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	1334	10/16/2017	Aerex Pest Control Service, Inc.	Pest control service performed for the libra...	10201.1 · BOH - Operating	-95.00
Bill	1059002	09/14/2017		Pest control service performed for the library f...	56500.1 · Maintenance Svcs. - Interior	95.00
TOTAL						95.00
Bill Pmt -Check	1336	10/16/2017	Beck's Heating & Air Conditioning		10201.1 · BOH - Operating	-299.00
Bill	47951	09/13/2017		Inspection performed to the air conditioning. In...	56500.2 · Maintenance Svcs. - Exterior	120.00
Bill	47992	09/27/2017		Maintenance performed to the air conditioning ...	56500.2 · Maintenance Svcs. - Exterior	179.00
TOTAL						299.00
Bill Pmt -Check	1337	10/16/2017	Biblionix	Apollo migration fee from Circ Plus (One-T...	10201.1 · BOH - Operating	-2,300.00
Bill	4257	09/22/2017		Apollo migration fee from Circ Plus (One-Time)	55200.1 · Circulation System (ILS)	2,300.00
TOTAL						2,300.00
Bill Pmt -Check	1338	10/16/2017	Fra Noi	1 year subscription to Fra Noi.	10201.1 · BOH - Operating	-19.00
Bill	10917	10/09/2017		1 Year subscription to Fra Noi.	52400.1 · Periodicals - Adult	19.00
TOTAL						19.00
Bill Pmt -Check	1340	10/16/2017	Knutson, Jim	I.T. Services for 8/28, 9/07, 9/12, 9/22, 9/25, ...	10201.1 · BOH - Operating	-450.00
Bill	100117	10/09/2017		I.T. Services for 8/28/17.	56300 · IT/Computer Services	75.00
				I.T. Services for 9/07/17	56300 · IT/Computer Services	75.00
				I.T. Services for 9/12/17	56300 · IT/Computer Services	75.00
				I.T. Services for 9/22/17	56300 · IT/Computer Services	75.00
				I.T. Services for 9/25/17	56300 · IT/Computer Services	75.00
				I.T. Services for 10/04/17	56300 · IT/Computer Services	75.00
TOTAL						450.00
Bill Pmt -Check	1341	10/16/2017	Larry Zens Flooring	Renovations performed to the ramp.	10201.1 · BOH - Operating	-1,149.00
Bill	92017	09/20/2017		Renovations performed to the ramp.	58200 · Renovation Expense	1,149.00
TOTAL						1,149.00
Bill Pmt -Check	1342	10/16/2017	Ravinia Plumbing & Heating Co....	Maintenance performed to the women's res...	10201.1 · BOH - Operating	-186.96
Bill	532301	09/01/2017		Maintenance performed to the women's restro...	56500.1 · Maintenance Svcs. - Interior	186.96
TOTAL						186.96
Bill Pmt -Check	1344	10/16/2017	Jim Austin	Performer Fee for Spooky Goofy Halloween...	10201.1 · BOH - Operating	-300.00

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Highwood Public Library
Check Detail (Including Payroll)
 September 19 through October 16, 2017

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	20171021A	09/02/2017		Performer Fee for Spooky Goofy Halloween M...	53100 · Library Program Facilitators	300.00
TOTAL						300.00
Bill Pmt -Check	1345	10/16/2017	Knutson, Jim	Reimbursement for items purchased throu...	10201.1 · BOH - Operating	-240.95
Bill	10417	10/04/2017		Reimbursement for items purchased through a...	55200.5 · Hardware Purchases	240.95
TOTAL						240.95
Bill Pmt -Check	1346	10/16/2017	Quill	Acct. #C359709	10201.1 · BOH - Operating	-39.68
Bill	1117902	09/25/2017		Various office supplies purchased for the library.	55400.2 · Office/Library Supplies	39.68
TOTAL						39.68
Bill Pmt -Check	1347	10/16/2017	Pioneer Press Newspapers	Annual subscription to Pioneer Press.	10201.1 · BOH - Operating	-52.00
Bill	91117	09/11/2017		One year subscription to Pioneer Press for the...	52400.1 · Periodicals - Adult	52.00
TOTAL						52.00