



AGENDA - REGULAR MONTHLY MEETING
HIGHWOOD LIBRARY & COMMUNITY CENTER BOARD OF TRUSTEES

Location: Highwood Public Library

Monday January 22, 2024 – 7 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
 - a. Discussion of committee membership
5. Secretary's report
 - a. Motion to approve minutes from December 18, 2023 regular meeting minutes
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the January 2024 Invoices
8. Director's report
 - a. Public comment received via email and suggestion box
9. Committee reports
10. Old business
 - a. Friends' updates
 - b. Discussion on quote for increased errors & omissions insurance coverage
 - c. Motion to approve Hartford as the new insurance carrier(s).
 - d. Kellogg Strategic Planning Training
11. New business
 - a. Discussion of Confidentiality Policy; Material Posting Policy
 - b. Motion to approve above policies
 - c. Approve Paychex Upgrade
 - d. Attorney quotes to review personnel policies
 - e. Discussion of search for strategic planning consultant
12. Executive Session 5 ILCS 120/Sec 2(c) 1
13. Adjournment

Next regular board meeting – please refer to the website for future meeting dates and location.

Board of Trustees

Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine Regalado, Secretary • Nora Loreda, Treasurer

Trustees: Bertha Chavez, Paul Martinez, Jason Muelver, Nancy Pastroff

Laura Ramirez, Executive Director, director@highwoodlibrary.org

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

**Highwood Public Library Board of Trustees Regular Meeting
December 18, 2023**

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Nora Loredo, Paul Martinez, Catherine Regalado; Laura Ramirez, Director
Absent: Jason Muelver, Nancy Pastroff

Ms. Hospodarsky called the meeting to order at 7:04 pm.

Public Comments – None

President's Report

- Ms. Hospodarsky surveyed the board on colors to be used for the new logo and letterhead; board agreed current colors will work for letterhead, with possibility for other colors or monochrome for special events/seasons. The new logo was printed on T-shirts for opening event. Friends group will adopt a derivative of this logo with Friends. It was noted "&" should be on its own line so it matched the color scheme on the H.
- President felt the grand opening events were very successful. She arranged for Ms. Patlan to receive a commemorative book. Both Ms. Hospodarsky and Ms. Patlan were recognized by the Mayor and City of Highwood each with a day proclaimed in their honor. Mr. Wigodner and Mr. Hamilton also received plaques recognizing their exceptional volunteerism.
- She attended the recent staff holiday party. There Ms. Cleland presented Highwood-based business gifts to all the staff.
- Founders' plaques will be installed this week – board walked about and decided on vestibule.
- Documents have been received from city lawyer on library organizational structure.
- President, Ms. Pastroff, and the library's business manager met with an accounting firm as they are searching to engage one for oversight.
- At January meeting there will be a discussion on committee membership. Bylaws have some descriptions and more detail can be given. Community members can be committee members. This could help B&G if a community member is able/willing to do monthly maintenance.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the regular meeting of November 27, 2023, Ms. Cleland seconded, and the motion carried unanimously.

Communication

- Festive cards were received from several connections. HLCC may send cards next year.

Treasurer's Report

Ms. Loredo presented the November financials and December invoices.

The following items were discussed:

- \$1900 was charged for professional construction clean under regular maintenance, not grant. This will be reimbursed by WB Olsen.
- Should be adjusting dental and vision lines so there is not a balance.

Draft, not yet approved

- Shelving disposal and dumpster rental were charged to Operations because these construction costs are not grant reimbursable.
- \$12,000 in Equipment for Today's Business Solution was charged to renovation budget for technology and is not an annual cost.
- There are additional hours in December for cleaning.
- Director is confirming that vacuums, bike racks were reclassified from Grant Renovation Technology to Grant Renovation Miscellaneous.
- 2 checks added to register – one was a re-issue.

Ms. Hospodarsky moved to approve the December 2023 invoices as listed in the revised Check Detail, Ms. Regalado seconded, and the motion carried unanimously.

Director's Report

Ms. Ramirez commented on several items from the report.

- Many items in report related to installation of new technology. Visiting technology consultant has been critical to the work.
- FOIA email address was created, with Diana/Rebecca/Laura responsible for checking.
- Director thanked Mr. Martinez for his quick response on hot water issue.
- Policies committee worked on procedures. On 11/30 and 12/1 police attended training to discuss partnership and roles. There has been extensive training on all new procedures and technology systems
- Ms. Wigodner officially retired on Friday, and will work behind the scenes through the end of the month.
- Some solutions were discussed to the 2 circulation desk positions not yet been filled.
- Staff is determining how to fit all classes in the building. Meeting rooms and study rooms are not yet ready for public use.
- Counseling is currently offered only in-house. Staff is investigating expanding to telehealth to address space issues. It is unknown whether clients would be comfortable with this, and current insurance does not allow this to be offered.
- There is a strategic plan training session offered via Kellogg.
- HPPL is offering new services and a HLCC employee was hired there. Board would like a good relationship and an understanding of the two libraries for the strategic plan.
- Ms. Ramirez will present the strategic plan proposal already received at January meeting and look for an additional proposal.
- Ms. Ramirez has been called to jury duty 1/16.
- Zumba will continue offsite because it is too noisy- held either at Highwood Rec Center or St. James.
- A community member suggested offering music classes.
- The Lake County Community Foundation may be a source for 2 Highwood residents to volunteer, and potential board members.
- The Patch carried an article on the grand opening, but there was no coverage in the Chicago Tribune/affiliated publications, which is disappointing. Director will investigate.

Committee Reports

Policy: Two policies have minor changes at Director request. Committee worked on Emergency Response procedures after last board meeting and provided to Director after last board meeting.

Draft, not yet approved

The committee meets Wednesday regarding several items including the personnel policy. It should be adopted for the new calendar year, adding similar language to the City for the Paid Leave for All Workers Act (PLAWA). Ms. Ramirez chose option 3 from HRSource language (standardized period using accrual method). Health Equity staff guidelines should be included for interactions with minors. Once all changes are made, will have legal review of entire document, then board approval. It was suggested to get a second legal review quotation via Mr. Coren.

Board approved the ALA Bill of Rights in October, so is in compliance with new requirement from Illinois State Library to receive a Per Capita Grant next year that we do that, or adopt something similar related to censorship.

Old Business

Quote for increased errors & omissions insurance coverage is still outstanding but there has been activity.

New Business

New state law takes effect January 1 for the PLAWA. Ms. Regalado moved to approve the Personnel Manual with only the change adding Paid Leave for All Workers Act language, using HRSource-provided language for a standardized period using the accrual method. Ms. Hospodarsky seconded and the motion carried.

Ms. Regalado moved to approve revised FOIA and Patron Code of Conduct policies. Ms. Loredó seconded and the motion carried unanimously.

Discussion on B&G initiatives (asset inventory and creation of maintenance schedule) was tabled.

There was discussion on staff training on January 26. Initial training did not include CPR and First Aid. Ideally entire staff can train together. 1/26 is a D112 early release day.

Ms. Hospodarsky moved to allow a 1 hour delayed opening on Jan 26 to allow staff to do CPR training if alternate options not available. Ms. Cleland seconded and the motion carried unanimously.

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

Meeting adjourned at 8:57 pm.

Director's Report
January 22, 2024
Library Updates

Library Reopening

- The library is officially open! [Press Release Link](#)
- On December 6, 2023, a Ribbon Cutting Ceremony Event & Library Sneak Peek took place. On December 9, 2023, our Community Grand Opening took place.



**Admin/Accounting
Current Month**

- Adult Services has continued to work with our IT consultant and TBS to make sure all the Adult Services computers are working and connecting to the printer. The department was also able to successfully work out issues between the scanner station and the printer.
- Adult Services Manager and Director interviewed candidates and hired additional library staff to work in the Adult Services department, as well as to support Youth Services' desks when needed.
- Accounting firm Lauterbach & Amen are working toward FY23 open and close for audit submission.

**Records Retention
Building & Grounds**

- None to Report
- The HVAC system continues to have issues. WB Olson, National Heat & Power and additional subcontractors have attempted to solve the issue over the past several months.
- Hot water heater was repaired by Abt. Working on bathroom hand dryer issue.

Website & Technology

- Training is needed for Board Secretary and Marketing & Grants Manager on the website.

Communications

**Personnel/Professional
Development**

- None to Report

Date	Attendee(s)	Description & Notes Re Implementation	Prof Dev Hrs
12/01/23	Diana J Guerrero, Monica Zohar, Vanessa Villareal, Carolina Ibarra, Viridiana Gonzalez, Yenny Avila, Lauren Hegedus, Diana Wence, Alex Brotsos, & the team of community health workers	HLCC Personnel Training (Day 2): <ul style="list-style-type: none"> • Our Mission, Vision and Values • The new phone system and 3CX app • ALA Policies • New Closing Procedures • Protecting Patron Information: ALA guidelines and HIPAA guidelines • Patron Code of Conduct and Incident Report Procedures 	5 hrs
12/20/23	Oralia Vergara Fabiola Hernandez	Breast Cancer Training This training was for 14 weeks every Wednesday from 6pm to 7:30pm and closed with a Zoom graduation on 12/20/23. By receiving training our Community Health Workers can share the information with community members in efforts to support community health and increase awareness on such an important topic that affects our community directly. This training was provided by the University of Illinois Cancer Center and YWCA Breast Cancer Survivorship Collaborative Virtual Learning.	21 hrs

Grant Update

- Final report submitted for PLA, mid-year report submitted to HPCF.
- A grant reimbursement of \$45,100 from RENO Lake County CDBG was received for renovation expenses to install accessible entryway
- Donations and grants totaling \$40,350 were received.

Library Services

- All regular library services resumed on December 9, 2023 in our renovated library!

Patron Services – Elementary Children (Program updates from Nessa and Diana)

Winter Fest & Grand Opening! – 12/09/2023

- Our Grand Opening included a Winterfest, Vaccination Event, distribution of hams and activity kits and ongoing tours of the new space. More detail is provided throughout this report.
- We were delighted to see a diverse crowd of all ages at Winterfest! Our youngest patrons enjoyed a crafting station where they could decorate snowflakes to use as ornaments or gifts. Thanks to Meridian, we had a talented face painter, adding an extra layer of fun to the festivities!
- For our teens, there was a Mug Creation station where they could design mugs as unique gifts or keep them for personal use. Find more details are in the STEAM Powered Teens section under Teens.
- Every child at the library received an activity kit provided by Generation Gratitude, Mezirow Financial and the Highland Park Community Center.



Baby Storytime & Preschool Storytime – Nessa & Diana

- Our first month in the new space was a tremendous success! We received numerous compliments from parents and guardians who found the schedule to be very convenient for them.
- A total of 12 babies (with caregivers) participated this month.



- We had a fantastic time during our recent preschool storytime! Diana W. taught the kids how to say "bear" using sign language, incorporating it into the reading and rhymes featuring bears. The session became even more special when a nonverbal child joined in. Initially, the mom seemed concerned, but as the child grew more comfortable, she gradually moved closer, actively participating by signing "bear" whenever a bear appeared in the stories. Witnessing the child's increased engagement and emerging confidence was truly rewarding. We're delighted to create inclusive and enjoyable experiences for everyone!
- A total of 9 preschoolers with caregivers participated this month.

Storytime with Mrs. Claus – Diana W.

- We had the pleasure of hosting a special visit from Mrs. Claus! She brought her favorite Christmas book, "Twas the Night Before Christmas," and shared the enchanting story with the kids. After the reading, the children were invited on stage

for a photo opportunity with Mrs. Claus and received a delightful gift—a coloring book and crayons!

- Mrs. Claus thoughtfully provided a letter-writing station, encouraging kids to write their wishes to Santa.
- 14 kids and 5 adults participated.



Learning Partners: Homework Help/Tutoring Program – Diana W.

- 9 tutors, 9 students – 16 sessions
- Before the winter break, tutors and students enjoyed some fun and educational games in their final sessions. It was a delightful way to wrap up before the break!
- Three new partnerships were established.

Patron Services—Teen (Program Updates from Nessa & Lauren)

Teen Advisory Board – Lauren & Nessa

- Attendance: Dec 2nd – 9 members & Dec 15th – 6 members
- On December 15th, TAB members voted on the new format for Teen Book Cafe and chose mystery/crime as the first genre they want to explore!

Teen Advisory Board: Volunteer Opportunities – Nessa & Diana

- TAB members are often provided volunteer opportunities to connect with, support, and give back to our community.
- This month, they helped the library prepare for the grand reopening!
- On Dec 2nd, TAB assisted Lauren in staging the YA space for the grand reopening and helped Diana shift books in the children's space. – 9 members
- On Dec 6th, TAB distributed cookies during the VIP ribbon-cutting event at the library. – 3 members
- On Dec 9th, TAB helped direct crowds and assisted with crafts during the Winterfest from 1-3 pm. – 10 members
- On December 15th, TAB participated in decorating the windows to the makerspace! – 6 members



Maker Series: STEAM Powered Teens

- The highlight for participants was the creation of personalized mugs—perfect for gifting or as a special keepsake. The project generated such a buzz that even some adults couldn't resist the excitement and joined in to craft their own unique mugs. It was a delightful and engaging activity that added to the festive atmosphere of Winter Fest! – 23 participants



Teen Craft Café – Lauren

- This month: Holiday Card Making – 8 participants
- Our inaugural program in the new space was a hit! We enjoyed a fantastic time listening to a variety of festive tunes while crafting our own personalized cards. Lauren demonstrated how to utilize the Cricut Joy for card-making, empowering the teens to unleash their creativity. It was a practical and enjoyable session that marked a successful start to our programs in the new space!



Book Buffet and Teen Night return in January.
HPL Pride Alliance will return in February.

**Patron Services—
Adults Program
(Updates from Alex
Janet, Yuliya, Aurora)**

Adult Services Manager and the Adult Literacy instructor have planned out three months of additional literacy education classes for adults in our new space, starting in January.

US Citizenship Test Prep – Aurora

- Chicago Workers Collaborative hosted a workshop in our community room. The workshop focused on clarifying questions about citizenship, dual citizenship and other services CWC offers.



The presenter explains different resources CWC offers. Participants are engaged and eager to learn more about CWC

Digital Wellbeing for Seniors – Aurora

- This month, we held two meetings with the seniors. Although attendance was low, it provided an excellent opportunity to test our classroom layout and technology.



Participants explored Gmail and online safety (fraud & scams), then practiced web navigation. After the computer class, they get creative with a craft, honing motor skills and creativity while designing lanterns.

Health Equity
All programs
conducted in Spanish.

Walgreens Vaccination Event

- This event was held at the Library's Grand Opening along with the winter fest. People were excited and in awe of the renovation of the library and the services and resources it provides to the entire community. We are grateful to have partners like Equal Hope who supported us in securing the vaccines through Walgreens! This would not have been possible without their support.
- 92 vaccines administered – 55 covid-9 & 37 flu



Charlas con Propósito/Conscious Conversations

- *Health Trivia:* Our Community Health Workers share with the community the basic concepts of health, prevention, and tools for their lives. – 7 participants



- *Cervical Cancer presented by BlueCrossBlueShield (BCBS) & UChicagoMedicine:* Erika Rodriguez emphasized the importance of undergoing the necessary screenings for cervical cancer prevention. The community was invited to seek a second diagnosis with the University of Chicago. – 14 participants



- *Healthy Salad: How to Incorporate New Vegetables into Your Diet:* During this charla, Community Health Worker Oralia También showcased a nutritious salad with spinach, pomegranate, and mandarin, emphasizing the importance of diverse fruits and vegetables. We also had a great time connecting with the community during the holiday season. – 17 participants



Rosalind Franklin University

- The mobile clinic does an exceptional job providing timely results and is very welcoming, compassionate and professional.
- In December, the Community Care Connection provided 11 Health Screenings, 6 Flu Vaccines, & 2 Covid-19 Vaccines



Zumba

- Our Community Health Worker/Promotora, Oralia Vergara, has maintained a welcoming, safe and empowering space for people to come together and engage in Zumba. A total of 39 individuals participated in December.



Adult Support Group

- This December, our support group members (4 participants) created space for each other to share their highlights and challenges for 2023 as they gathered on 12/20/23. They all agreed that the support group has given them a brave space to share life experiences that weigh them down, and they find support, comfort, care, and tools to use for their wellbeing. They noted that they have found parenting topics helpful and they felt that all the topics helped them to develop more self acceptance, improved mood (decreased stress, fear, anxiety) and connected more with their strengths at an individual and community level.

Sanando el Alma en Comunidad | Mental Health Awareness & Education

Presented in Spanish by Erika Quezada, Health & Wellness Coach

- **FACEBOOK LIVE | Surviving the Holiday Season: Strategies to Overcome Stress and Loneliness:** The goal of this FB Live was to provide viewers with effective and practical techniques to manage the unique challenges that the holiday season can bring. **372 People Reached; 15 Peak Live Viewers**



- **WORKSHOP/TALLER | Family Traditions: A Reason to Celebrate:** The purpose of this talk was to explore the importance and impact of family traditions in enriching our lives and strengthening family bonds. The talk aimed to highlight how these traditions, especially during the holiday celebrations, serve as rituals and vital connectors to our heritage, values, personal histories, and well-being. **0 participants**



PAZ Y CALMA

- An ongoing service facilitated by Erika Quezada, Health & Wellness Coach, intending to start, continue, resume, or deepen participants' meditative and mindfulness practices to find peace and calm.
- A total of 4 participated in the month of December.



Counseling

- Our counseling department held therapy sessions this month in our newly renovated space for the first time. This is exciting to share as we see the library's vision come to reality. The clients have reported feeling that the transition has felt smooth and they enjoy the new space.
- We continue to get requests for couple's therapy and family therapy. We are grateful to have a partnership with Consuelo, INC, as their therapist is experienced and certified in providing this type of therapy. Families feel welcomed by his approachable, caring, and culturally-sensitive approach.
- 43 clients received services. 91 counseling sessions were scheduled, 62 sessions were attended. The holidays and illness were the two factors that most affected clients' ability to attend.
- As shared in previous reports, the team has participated in the HEART training (Healing Ethno Racial Trauma) to further advance our scope of skills to support families with their mental health through a deep understanding of systemic oppression, racism, and help us maintain our focus on people's strengths and collective wellbeing. We had a consultation call last month and will have one in January 2024.

Art Therapy with Aftermath

- Ivy Domont, Director of Community & Programming from Aftermath and McKenna Fuder, MAAT, ATR-P from Institute for Therapy through the Arts, partnered with the library to host an art therapy event to support families' healing through the arts.
- This event was open to the public, directed to people that attended were directly or indirectly affected by the 4th of July mass shooting. – 31 participants

- We were excited to host this program in our community room where we were able to welcome families, sharing an opportunity to use their creativity to heal. As beautifully explained by the art therapist, “creative arts therapy engages multiple senses and activates many areas of the brain making the therapy experience one that uses both body and mind and works to heal or strengthen the WHOLE person”. Our Health Equity Manager, Yenny Avila, and Angela Aguero, Intern with Health Equity supported the translations for this successful program.
- The community members that attended were engaged and co-created space for each other to share their experience as survivors of the 4th of July shooting and the impact this had at a community level. They shared about the support they found within their community to address the trauma that this terrifying event left them with.



Case Management - Viri

- During December, our case manager continued to work with the community assisting in a variety of needs.
- Multiple families needed assistance connecting with financial resources, emergency assistance, and local clothing and food drives. One newly arrived family reported they feel like “The services we are receiving are godsent to us in this moment of need, we feel like we were lost and coming to the library and being welcomed makes us feel like we belong in this new place”.
- 30 clients served

Coaching - Erika

- We continue to provide one-on-one coaching to individuals who want to improve their health, vitality, and well-being by engaging in behaviors proven to improve health and prevent disease, including weight loss, fitness, nutrition, stress coping, sleep, mind-body, and eating and positive psychology interventions to reach and maintain healthy habits for life.
- Our coaching sessions with a client seeking guidance on wellness and eating habits revealed the need for a more comprehensive approach. Recognizing underlying

behaviors that required deeper attention, we referred the client to one of our experienced therapists. This pivotal decision led to the client successfully combining therapy with ongoing coaching, creating a synergistic effect in her journey toward personal wellness. This case underscores the effectiveness of a holistic approach, where the integration of coaching and therapy leads to enhanced personal fulfillment and balance.

- **8 clients served (19 sessions scheduled; 13 attended)**

Caminando Juntos

- **12/02/2023** | In this month's episode of "Caminando Juntos," Juan Reyes, Media Services Manager of Highland Park Library, shared valuable information about the Educational Potential of Technology at Your Library! 3D Printers, Robotics, Programming, and More. It was an exploration of these innovative tools that are changing the way we learn. **499 People Reached; 8 Peak Live Viewers**



Board Meeting Open Items Other Updates

- None
- None

The Friends of the Highwood Public Library

The Friends provided extensive behind-the-scenes planning and implementation for our successful Ribbon Cutting and Grand Opening Events.

11:47 AM

01/20/24

Accrual Basis

Highwood Public Library & Community Center

Balance Sheet w/Prior Month Comparison

As of December 31, 2023

	Dec 31, 23	Nov 30, 23	\$ 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%
10110 · Gift Cards on Hand	169.44	169.44	0.00	0.0%
10201 · BOH General Fund Chk. (3563)				
10201.1 · BOH - Operating	242,894.28	188,388.30	54,505.98	28.9%
Total 10201 · BOH General Fund Chk. (3563)	242,894.28	188,388.30	54,505.98	28.9%
10203 · BOH General Fund Money Market	425,034.17	425,000.40	33.77	0.0%
10206 · BOH Payroll Acct. Chk. (0133)	18,049.04	70,697.85	-52,648.81	-74.5%
10216 · IMET Capital Impr. Fund (8102)	3,900.69	3,884.11	16.58	0.4%
10221 · IMET Reserve Fund (8101)	21,395.32	21,304.37	90.95	0.4%
10240 · BOH Convenience Fund Chk (2208)	2,875.62	2,244.17	631.45	28.1%
10250 · BOH Building Renovation Account	10,000.00	10,000.00	0.00	0.0%
10251 · BOH Building Reno. Money Market	119,095.11	119,087.54	7.57	0.0%
Total 10000 · CASH & INVESTMENT ACCOUNTS	843,463.67	840,826.18	2,637.49	0.3%
Total Checking/Savings	843,463.67	840,826.18	2,637.49	0.3%
Other Current Assets				
13500 · Other Receivables	0.00	1,552.63	-1,552.63	-100.0%
13600 · Grant Receivables	0.00	-1,228.88	1,228.88	100.0%
14500 · Property Tax Receivable	321,750.00	321,750.00	0.00	0.0%
14600 · Due from Primary Government	1,421.32	1,421.32	0.00	0.0%
Total Other Current Assets	323,171.32	323,495.07	-323.75	-0.1%
Total Current Assets	1,166,634.99	1,164,321.25	2,313.74	0.2%
TOTAL ASSETS	1,166,634.99	1,164,321.25	2,313.74	0.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	34,486.06	86,326.03	-51,839.97	-60.1%
Total Accounts Payable	34,486.06	86,326.03	-51,839.97	-60.1%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	9,018.09	5,421.98	3,596.11	66.3%
22101 · Insurance Payable	6,889.12	8,481.57	-1,592.45	-18.8%
22102 · Payroll Tax Liability	203.77	768.83	-565.06	-73.5%
22000 · Payroll Liabilities - Other	0.00	361.87	-361.87	-100.0%
Total 22000 · Payroll Liabilities	16,110.98	15,034.25	1,076.73	7.2%
24000 · Deferred Property Taxes	321,750.00	321,750.00	0.00	0.0%
24300 · Deferred Revenue	0.00	173.50	-173.50	-100.0%
Total Other Current Liabilities	337,860.98	336,957.75	903.23	0.3%
Total Current Liabilities	372,347.04	423,283.78	-50,936.74	-12.0%
Total Liabilities	372,347.04	423,283.78	-50,936.74	-12.0%
Equity				
32000 · Unrestricted Net Assets	1,657,219.14	1,657,219.14	0.00	0.0%
Net Income	-862,931.19	-916,181.67	53,250.48	5.8%
Total Equity	794,287.95	741,037.47	53,250.48	7.2%
TOTAL LIABILITIES & EQUITY	1,166,634.99	1,164,321.25	2,313.74	0.2%

11:50 AM

01/20/24

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through December 2023

	May - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	320,227.14	321,750.00	-1,522.86	99.5%
41200 · Tax Revenue - PPRT	0.00	4,000.00	-4,000.00	0.0%
41300 · Grants				
41305 · Per Capita Grant	7,484.15	7,480.00	4.15	100.1%
41320 · Temp. Restricted Grant Programs	887,451.23	1,234,535.00	-347,083.77	71.9%
41330 · Temp. Restricted Grant- Bldg	645,055.00	2,621,300.00	-1,976,245.00	24.6%
Total 41300 · Grants	1,539,990.38	3,863,315.00	-2,323,324.62	39.9%
41400 · Interest & Dividends	1,468.82	40.00	1,428.82	3,672.1%
Total 41000 · GENERAL REVENUES	1,861,686.34	4,189,105.00	-2,327,418.66	44.4%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	17.00	0.00	17.00	100.0%
42600 · Photocopier	107.54	1,800.00	-1,692.46	6.0%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	2,921.44	800.00	2,121.44	365.2%
42900.2 · Friends of the Library	464,875.00	12,600.00	452,275.00	3,689.5%
Total 42900 · Gifts & Donations	467,796.44	13,400.00	454,396.44	3,491.0%
Total 42000 · OPERATING REVENUES	467,920.98	15,200.00	452,720.98	3,078.4%
49999 · Miscellaneous Income	110.60	0.00	110.60	100.0%
Total Income	2,329,717.92	4,204,305.00	-1,874,587.08	55.4%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	89,385.68	186,894.14	-97,508.46	47.8%
51110 · Bonuses	0.00	1,839.75	-1,839.75	0.0%
51115 · IMRF Expense	3,274.46	5,908.20	-2,633.74	55.4%
51120 · Medical/Health Insurance	9,788.25	27,636.80	-17,848.55	35.4%
51125 · Dental Insurance	318.00	0.00	318.00	100.0%
51130 · Life Insurance	104.74	1,774.00	-1,669.26	5.9%
51140 · Employer FICA	6,935.73	14,297.40	-7,361.67	48.5%
51999 · Payroll Processing Fees	1,009.49	1,127.00	-117.51	89.6%
Total 51000 · PERSONNEL & BENEFITS	110,816.35	239,477.29	-128,660.94	46.3%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	2,531.50	4,000.00	-1,468.50	63.3%
52100.2 · Books F - Children/Juvenile	3,445.86	2,500.00	945.86	137.8%
52100.3 · Books F - Young Adult	330.21	1,500.00	-1,169.79	22.0%
52100.4 · Books F - Spanish Adult	32.24	750.00	-717.76	4.3%
52100.5 · Books F - Spanish Chld./Juv.	366.04	1,850.00	-1,483.96	19.8%
Total 52100 · Books, Fiction	6,705.85	10,600.00	-3,894.15	63.3%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	1,030.23	2,200.00	-1,169.77	46.8%
52150.2 · Books NF - Children/Juvenile	816.58	2,700.00	-1,883.42	30.2%
52150.4 · Books NF - Spanish	39.88	1,000.00	-960.12	4.0%
52150.5 · Books NF - Spanish Chld./Juv.	313.68	0.00	313.68	100.0%
Total 52150 · Books, Non-Fiction	2,200.37	5,900.00	-3,699.63	37.3%
52200 · A/V Materials				
52200.1 · A/V - Adult	450.66	1,800.00	-1,349.34	25.0%
52200.2 · A/V - Children/Juvenile	129.30	1,000.00	-870.70	12.9%
52200.6 · A/V Games	139.87	1,000.00	-860.13	14.0%
Total 52200 · A/V Materials	719.83	3,800.00	-3,080.17	18.9%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	1,161.71	1,200.00	-38.29	96.8%

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Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through December 2023

	May - Dec 23	Budget	\$ Over Budget	% of Budget
52350.4 · On-Line - eRead	650.00	700.00	-50.00	92.9%
Total 52350 · On-Line Resources	1,811.71	1,900.00	-88.29	95.4%
52400 · Periodicals				
52400.1 · Periodicals - Adult	927.42	4,200.00	-3,272.58	22.1%
52400.3 · Periodicals - Subscription Svc	559.98	700.00	-140.02	80.0%
Total 52400 · Periodicals	1,487.40	4,900.00	-3,412.60	30.4%
52650 · Processing Supplies	536.29	1,200.00	-663.71	44.7%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	13,461.45	28,300.00	-14,838.55	47.6%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.2 · Program Fac- Young Adult	0.00	600.00	-600.00	0.0%
53100.3 · Program Fac- Child	0.00	2,000.00	-2,000.00	0.0%
Total 53100 · Library Program Facilitators	0.00	2,600.00	-2,600.00	0.0%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	284.93	1,000.00	-715.07	28.5%
53200.2 · Prog. Suppl. - Children	817.49	2,600.00	-1,782.51	31.4%
53200.3 · Prog. Suppl. - Young Adult	271.89	1,000.00	-728.11	27.2%
Total 53200 · Program Supplies	1,374.31	4,600.00	-3,225.69	29.9%
Total 53000 · PROGRAMMING	1,374.31	7,200.00	-5,825.69	19.1%
54000 · GRANT EXPENSES				
54110 · Contracted Services	132,684.00	198,900.00	-66,216.00	66.7%
54115 · Staff Development	13,345.19	13,575.00	-229.81	98.3%
54120 · Wages & Salaries	534,377.27	818,210.00	-283,832.73	65.3%
54130 · Employer FICA	39,653.71	62,600.00	-22,946.29	63.3%
54131 · IMRF Expense	17,573.09	26,800.00	-9,226.91	65.6%
54132 · Medical/Dental Benefits	44,211.39	77,200.00	-32,988.61	57.3%
54135 · Grant Program Supplies	62,659.93	29,750.00	32,909.93	210.6%
54155 · Travel Reimbursement	0.00	800.00	-800.00	0.0%
54185 · Grant Telecommunications	671.44	2,600.00	-1,928.56	25.8%
54195 · Training Expense	50.00	900.00	-850.00	5.6%
54196 · Liability/Property Insurance	2,839.00	3,200.00	-361.00	88.7%
54197 · Indirect Costs to Operations	4,552.83	0.00	4,552.83	100.0%
Total 54000 · GRANT EXPENSES	852,617.85	1,234,535.00	-381,917.15	69.1%
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	1,767,735.00	2,621,300.00	-853,565.00	67.4%
54515 · Grant Renovation Furniture	305,027.24	0.00	305,027.24	100.0%
54520 · Grant Renovation Technology	96,071.23	0.00	96,071.23	100.0%
Total 54500 · Grant Building Renovation Expen	2,168,833.47	2,621,300.00	-452,466.53	82.7%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	1,142.38	1,140.00	2.38	100.2%
55100.2 · Library Board Expense	135.94	600.00	-464.06	22.7%
55100.3 · Travel Reimbursement	244.17	200.00	44.17	122.1%
Total 55100 · Library Board & Staff Expenses	1,522.49	1,940.00	-417.51	78.5%
55200 · Technology				
55200.1 · Circulation System (ILS)	1,100.00	1,500.00	-400.00	73.3%
55200.2 · Baker/Taylor TS3 Search System	1,798.50	1,800.00	-1.50	99.9%
55200.3 · Website	725.00	1,000.00	-275.00	72.5%
55200.5 · Hardware Purchases	3,795.51	2,500.00	1,295.51	151.8%
55200.6 · Software	0.00	800.00	-800.00	0.0%
Total 55200 · Technology	7,419.01	7,600.00	-180.99	97.6%
55300 · Furniture & Equipment				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through December 2023

	May - Dec 23	Budget	\$ Over Budget	% of Budget
55300.3 · Equipment Purchases	2,177.00	250.00	1,927.00	870.8%
Total 55300 · Furniture & Equipment	2,177.00	550.00	1,627.00	395.8%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	5,230.23	6,400.00	-1,169.77	81.7%
55400.3 · Membership Dues/Fees	1,475.44	1,640.00	-164.56	90.0%
55400.4 · Licensing Fees	3,377.70	5,240.00	-1,862.30	64.5%
55400.5 · Postage & Shipping Fees	53.60	300.00	-246.40	17.9%
55400.6 · Telecommunications/Internet	3,249.37	2,950.00	299.37	110.1%
55400.7 · Utilities	0.00	600.00	-600.00	0.0%
55400.8 · Liability/Property Insurance	1,433.00	7,880.00	-6,447.00	18.2%
55400.9 · Workers Compensation Insurance	0.00	3,100.00	-3,100.00	0.0%
Total 55400 · General Office/Administration	14,819.34	28,110.00	-13,290.66	52.7%
55500 · Outreach & Public Relations				
55500.2 · Public Relations - Gen. Library	1,643.74	1,500.00	143.74	109.6%
55500.3 · Community Outreach/Relations	0.00	500.00	-500.00	0.0%
55500.7 · Newsletter	284.29	300.00	-15.71	94.8%
Total 55500 · Outreach & Public Relations	1,928.03	2,300.00	-371.97	83.8%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.3 · Other Bank Fees	-30.00	0.00	-30.00	100.0%
55600 · Bank/Svc. Fees & Fin. Charges - Other	48.00	0.00	48.00	100.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	18.00	0.00	18.00	100.0%
Total 55000 · GENERAL ADMINISTRATION	27,883.87	40,500.00	-12,616.13	68.8%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56150 · Audit Services	4,200.00	9,000.00	-4,800.00	46.7%
56200 · Cleaning Services	5,884.50	11,856.00	-5,971.50	49.6%
56300 · IT/Computer Services	2,843.19	7,000.00	-4,156.81	40.6%
56400 · Legal Services	205.00	500.00	-295.00	41.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	2,667.78	3,810.00	-1,142.22	70.0%
56500.2 · Maintenance Svcs. - Exterior	308.71	800.00	-491.29	38.6%
Total 56500 · Maintenance Services	2,976.49	4,610.00	-1,633.51	64.6%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	16,109.18	32,966.00	-16,856.82	48.9%
59000 · Bad Debt	1,552.63	0.00	1,552.63	100.0%
Total Expense	3,192,649.11	4,204,278.29	-1,011,629.18	75.9%
Net Ordinary Income	-862,931.19	26.71	-862,957.90	-3,230,742.0%
Net Income	-862,931.19	26.71	-862,957.90	-3,230,742.0%

Highwood Public Library & Community Center Profit & Loss w/Prior Month Comparison

Accrual Basis

December 2023

	Dec 23	Nov 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	3,370.57	25,641.19	-22,270.62	-86.9%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	168,295.38	0.00	168,295.38	100.0%
41330 · Temp. Restricted Grant- Bldg	205,931.34	0.00	205,931.34	100.0%
Total 41300 · Grants	374,226.72	0.00	374,226.72	100.0%
41400 · Interest & Dividends	148.87	195.08	-46.21	-23.7%
Total 41000 · GENERAL REVENUES	377,746.16	25,836.27	351,909.89	1,362.1%
42000 · OPERATING REVENUES				
42600 · Photocopier	107.54	0.00	107.54	100.0%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	18.93	0.00	0.0%
42900.2 · Friends of the Library	80,000.00	0.00	80,000.00	100.0%
Total 42900 · Gifts & Donations	80,018.93	18.93	80,000.00	422,609.6%
Total 42000 · OPERATING REVENUES	80,126.47	18.93	80,107.54	423,177.7%
Total Income	457,872.63	25,855.20	432,017.43	1,670.9%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	28,339.41	21,163.17	7,176.24	33.9%
51115 · IMRF Expense	897.83	656.95	240.88	36.7%
51120 · Medical/Health Insurance	7,119.31	-606.44	7,725.75	1,274.0%
51125 · Dental Insurance	407.58	-89.58	497.16	555.0%
51130 · Life Insurance	73.92	0.00	73.92	100.0%
51135 · Vision Insurance	19.27	-19.27	38.54	200.0%
51140 · Employer FICA	2,084.38	1,569.75	514.63	32.8%
51999 · Payroll Processing Fees	59.00	150.20	-91.20	-60.7%
Total 51000 · PERSONNEL & BENEFITS	39,000.70	22,824.78	16,175.92	70.9%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	140.57	326.77	-186.20	-57.0%
52100.2 · Books F - Children/Juvenile	48.86	291.21	-242.35	-83.2%
52100.3 · Books F - Young Adult	-37.44	203.91	-241.35	-118.4%
Total 52100 · Books, Fiction	151.99	821.89	-669.90	-81.5%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	156.05	205.88	-49.83	-24.2%
52150.2 · Books NF - Children/Juvenile	0.00	-15.49	15.49	100.0%
52150.4 · Books NF - Spanish	0.00	11.94	-11.94	-100.0%
Total 52150 · Books, Non-Fiction	156.05	202.33	-46.28	-22.9%
52200 · A/V Materials				
52200.2 · A/V - Children/Juvenile	0.00	9.89	-9.89	-100.0%
Total 52200 · A/V Materials	0.00	9.89	-9.89	-100.0%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	161.65	179.79	-18.14	-10.1%
Total 52350 · On-Line Resources	161.65	179.79	-18.14	-10.1%
52400 · Periodicals				
52400.1 · Periodicals - Adult	307.01	274.41	32.60	11.9%
Total 52400 · Periodicals	307.01	274.41	32.60	11.9%
52650 · Processing Supplies	27.81	43.17	-15.36	-35.6%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	804.51	1,531.48	-726.97	-47.5%
53000 · PROGRAMMING				
53200 · Program Supplies				
53200.2 · Prog. Suppl. - Children	68.46	574.28	-505.82	-88.1%
53200.3 · Prog. Suppl. - Young Adult	0.00	120.53	-120.53	-100.0%
Total 53200 · Program Supplies	68.46	694.81	-626.35	-90.2%
Total 53000 · PROGRAMMING	68.46	694.81	-626.35	-90.2%
54000 · GRANT EXPENSES				
54110 · Contracted Services	17,293.50	18,655.00	-1,361.50	-7.3%
54115 · Staff Development	2,878.70	1,333.58	1,545.12	115.9%
54120 · Wages & Salaries	91,004.97	46,995.75	44,009.22	93.7%
54125 · Bonuses/Overtime	-1,985.15	0.00	-1,985.15	-100.0%
54130 · Employer FICA	6,616.32	3,479.65	3,136.67	90.1%
54131 · IMRF Expense	2,761.99	1,468.21	1,293.78	88.1%
54132 · Medical/Dental Benefits	16,032.05	-1,744.29	17,776.34	1,019.1%
54135 · Grant Program Supplies	4,819.69	10,926.91	-6,107.22	-55.9%
54185 · Grant Telecommunications	149.90	71.32	78.58	110.2%
Total 54000 · GRANT EXPENSES	139,571.97	81,186.13	58,385.84	71.9%
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	187,656.00	176,907.00	10,749.00	6.1%

Highwood Public Library & Community Center Profit & Loss w/Prior Month Comparison

Accrual Basis

December 2023

	Dec 23	Nov 23	\$ Change	% Change
54515 · Grant Renovation Furniture	4,495.75	146,213.01	-141,717.26	-96.9%
54520 · Grant Renovation Technology	27,684.30	16,796.54	10,887.76	64.8%
Total 54500 · Grant Building Renovation Expen	219,836.05	339,916.55	-120,080.50	-35.3%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	0.00	140.00	-140.00	-100.0%
Total 55100 · Library Board & Staff Expenses	0.00	140.00	-140.00	-100.0%
55200 · Technology				
55200.2 · Baker/Taylor TS3 Search System	0.00	1,798.50	-1,798.50	-100.0%
55200.5 · Hardware Purchases	0.00	3,346.32	-3,346.32	-100.0%
Total 55200 · Technology	0.00	5,144.82	-5,144.82	-100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	564.63	1,305.45	-740.82	-56.8%
55400.3 · Membership Dues/Fees	250.00	0.00	250.00	100.0%
55400.4 · Licensing Fees	0.00	342.40	-342.40	-100.0%
55400.5 · Postage & Shipping Fees	0.00	43.20	-43.20	-100.0%
55400.6 · Telecommunications/Internet	221.51	823.01	-601.50	-73.1%
Total 55400 · General Office/Administration	1,036.14	2,514.06	-1,477.92	-58.8%
55500 · Outreach & Public Relations				
55500.2 · Public Relations - Gen. Library	523.27	1,056.76	-533.49	-50.5%
55500.7 · Newsletter	38.25	33.57	4.68	13.9%
Total 55500 · Outreach & Public Relations	561.52	1,090.33	-528.81	-48.5%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.3 · Other Bank Fees	0.00	-30.00	30.00	100.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	0.00	-30.00	30.00	100.0%
Total 55000 · GENERAL ADMINISTRATION	1,597.66	8,859.21	-7,261.55	-82.0%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56200 · Cleaning Services	1,982.00	1,156.50	825.50	71.4%
56300 · IT/Computer Services	0.00	2,275.00	-2,275.00	-100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	29.46	700.00	-670.54	-95.8%
56500.2 · Maintenance Svcs. - Exterior	178.71	130.00	48.71	37.5%
Total 56500 · Maintenance Services	208.17	830.00	-621.83	-74.9%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	2,190.17	4,261.50	-2,071.33	-48.6%
59000 · Bad Debt	1,552.63	0.00	1,552.63	100.0%
Total Expense	404,622.15	459,274.46	-54,652.31	-11.9%
Net Ordinary Income	53,250.48	-433,419.26	486,669.74	112.3%
Net Income	53,250.48	-433,419.26	486,669.74	112.3%

Highwood Public Library & Community Center

Check Detail

December 19, 2023 through January 20, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	DD	12/20/2023	Paychex	Payroll Time & Attendance for November	10206 · BOH Payroll Acct. Chk. (0133)	-59.00
Bill	4470460	12/05/2023		Payroll Time & Attendance for November	51999 · Payroll Processing Fees	59.00
TOTAL						59.00
Bill Pmt -Check	DD	12/29/2023	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-2,653.43
Bill	11414351808982614	11/29/2023		Childrens Programming Supplies	53200.2 · Prog. Suppl. - Children	73.92
Bill	11331933380066625	12/01/2023	ISL Construction Grant	Cable Management Supplies	54520 · Grant Renovation Technology	5.95
			Other- Library Renovation Project	Cable Management Supplies	54520 · Grant Renovation Technology	11.04
Bill	11462911321141857	12/01/2023		Acrylic Sign Holders	55400.2 · Office/Library Supplies	63.99
Bill	11303787970562668	12/01/2023	ISL Construction Grant	Cable Management Supplies	54520 · Grant Renovation Technology	5.95
			Other- Library Renovation Project	Cable Management Supplies	54520 · Grant Renovation Technology	11.04
Bill	11333345832345055	12/02/2023	ISL Construction Grant	Jack Inserts, Junction Box, & Cables	54520 · Grant Renovation Technology	67.17
			Other- Library Renovation Project	Jack Inserts, Junction Box, & Cables	54520 · Grant Renovation Technology	124.74
Bill	11360205396947449	12/03/2023	ISL Construction Grant	Community Room Ceiling Projector Mount	54520 · Grant Renovation Technology	8.40
			Other- Library Renovation Project	Community Room Ceiling Projector Mount	54520 · Grant Renovation Technology	15.59
Bill	11333708632825865	12/04/2023	ISL Construction Grant	Ethernet Patch Cable	54520 · Grant Renovation Technology	12.10
			Other- Library Renovation Project	Ethernet Patch Cable	54520 · Grant Renovation Technology	22.46
Bill	11373250344318639	12/04/2023	ISL Construction Grant	Phone System Speakers	54520 · Grant Renovation Technology	330.75
			Other- Library Renovation Project	Phone System Speakers	54520 · Grant Renovation Technology	614.25
Bill	11107706998541481	12/04/2023		Poster Frames for Adult Services	55400.2 · Office/Library Supplies	59.99
Bill	11394964184117846	12/05/2023	ISL Construction Grant	Community Room Cable Raceway	54520 · Grant Renovation Technology	35.00
			Other- Library Renovation Project	Community Room Cable Raceway	54520 · Grant Renovation Technology	64.99
Bill	11313512401588239	12/05/2023	ISL Construction Grant	Patron PC Cable Raceway	54520 · Grant Renovation Technology	14.26
			Other- Library Renovation Project	Patron PC Cable Raceway	54520 · Grant Renovation Technology	26.48
Bill	11174308914921859	12/05/2023		Waste Toner Cartridge & Batteries	55400.2 · Office/Library Supplies	62.20
Bill	11313443176285026	12/05/2023		Acrylic Sign Holders	55400.2 · Office/Library Supplies	100.82
Bill	11288640921753027	12/05/2023		Books F - Adult	52100.1 · Books F - Adult	20.29
Bill	11163199327294661	12/07/2023		Dry Erase Markers	55400.2 · Office/Library Supplies	39.79
Bill	11402443758213874	12/15/2023		Door Stoppers for Makerspace	55400.2 · Office/Library Supplies	11.99
Bill	11153549156761000	12/15/2023		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	48.86
Bill	11394684748021861	12/18/2023		Document Sorter & Allocation Labels	55400.2 · Office/Library Supplies	27.33
Bill	11340173486237037	12/27/2023	ISL Construction Grant	Meeting Room Video Conferencing & Mounts	54520 · Grant Renovation Technology	220.49
			Other- Library Renovation Project	Meeting Room Video Conferencing & Mounts	54520 · Grant Renovation Technology	409.49
Bill	11367889435694628	12/28/2023	IL State Library PNG	Makerspace Supplies	54135 · Grant Program Supplies	144.10
TOTAL						2,653.43
Bill Pmt -Check	DD	12/29/2023	Best Buy		10240 · BOH Convenience Fund Chk (2208)	-969.97
Bill	12042023	12/04/2023	ISL Construction Grant	(2) 55" Monitor Displays	54520 · Grant Renovation Technology	244.99
			Other- Library Renovation Project	(2) 55" Monitor Displays	54520 · Grant Renovation Technology	454.99
Bill	12182023	12/18/2023	ISL Construction Grant	Canon Printer for Youth Services	54520 · Grant Renovation Technology	94.50

Highwood Public Library & Community Center

Check Detail

December 19, 2023 through January 20, 2024

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL				Other- Library Renovation Project	Canon Printer for Youth Services	54520 · Grant Renovation Technology	175.49
							969.97
	Bill Pmt -Check	DD	12/29/2023	Big Ed's BBQ	Staff Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-339.96
	Bill	12142023	12/14/2023	Vivo Foundation	Staff Meeting Supplies	54115 · Staff Development	339.96
TOTAL							339.96
	Bill Pmt -Check	DD	12/29/2023	Coalicion Unidos of Lake County	2024 Annual Membership Fee	10240 · BOH Convenience Fund Chk (2208)	-150.00
	Bill	0055	12/08/2023		2024 Annual Membership Fee	55400.3 · Membership Dues/Fees	150.00
TOTAL							150.00
	Bill Pmt -Check	DD	12/29/2023	Etsy		10240 · BOH Convenience Fund Chk (2208)	-119.79
	Bill	12012023	12/01/2023	NorthShore University HealthSystem	Wall Art for Library	54135 · Grant Program Supplies	43.47
	Bill	12012023-2	12/01/2023	NorthShore University HealthSystem	Wall Art for Library	54135 · Grant Program Supplies	76.32
TOTAL							119.79
	Bill Pmt -Check	DD	12/29/2023	Google		10240 · BOH Convenience Fund Chk (2208)	-413.72
	Bill	4862126325	11/30/2023		Google Workspace for November	55400.4 · Licensing Fees	342.40
	Bill	4870451811	11/30/2023	NorthShore University HealthSystem	Google Telecom for November	54185 · Grant Telecommunications	71.32
TOTAL							413.72
	Bill Pmt -Check	DD	12/29/2023	Gourmet Frog		10240 · BOH Convenience Fund Chk (2208)	-125.84
	Bill	11302023	11/30/2023	NorthShore University HealthSystem	Team Training Supplies	54135 · Grant Program Supplies	45.84
	Bill	12212023	12/21/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	80.00
TOTAL							125.84
	Bill Pmt -Check	DD	12/29/2023	Home Goods	Counseling Room Decor & Supplies	10240 · BOH Convenience Fund Chk (2208)	-190.81
	Bill	12132023	12/13/2023	NorthShore University HealthSystem	Counseling Room Decor & Supplies	54135 · Grant Program Supplies	190.81
TOTAL							190.81
	Bill Pmt -Check	DD	12/29/2023	iREAD / Illinois Library Association	2024 Summer Reading Items	10240 · BOH Convenience Fund Chk (2208)	-43.20
	Bill	CZP7VL4M	11/30/2023	Meridian	2024 Summer Reading Items	54135 · Grant Program Supplies	43.20
TOTAL							43.20
	Bill Pmt -Check	DD	12/29/2023	Jewel		10240 · BOH Convenience Fund Chk (2208)	-175.73
	Bill	11292023	11/29/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	17.67

Highwood Public Library & Community Center

Check Detail

December 19, 2023 through January 20, 2024

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill	11302023	11/30/2023	NorthShore University HealthSystem	Team Training Supplies	54135 · Grant Program Supplies	72.16
	Bill	12072023	12/07/2023	Vivo Foundation	Staff Holiday Party Supplies	54135 · Grant Program Supplies	85.90
TOTAL							175.73
	Bill Pmt -Check	DD	12/29/2023	La Union Supermarket		10240 · BOH Convenience Fund Chk (2208)	-26.53
	Bill	12012023	12/01/2023	NorthShore University HealthSystem	Team Training Supplies	54135 · Grant Program Supplies	14.14
	Bill	12202023	12/20/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	12.39
TOTAL							26.53
	Bill Pmt -Check	DD	12/29/2023	Mailchimp	Monthly Subscription 12/12/23-1/11/24	10240 · BOH Convenience Fund Chk (2208)	-38.25
	Bill	MC13182566	12/12/2023		Monthly Subscription 12/12/23-1/11/24	55500.7 · Newsletter	38.25
TOTAL							38.25
	Bill Pmt -Check	DD	12/29/2023	Maria's Bakery Cafe	Team Training Supplies	10240 · BOH Convenience Fund Chk (2208)	-335.00
	Bill	11292023	11/29/2023	NorthShore University HealthSystem	Team Training Supplies	54135 · Grant Program Supplies	335.00
TOTAL							335.00
	Bill Pmt -Check	DD	12/29/2023	Mariano's	Support Group Supplies	10240 · BOH Convenience Fund Chk (2208)	-41.05
	Bill	12202023	12/20/2023	NorthShore University HealthSystem	Support Group Supplies	54135 · Grant Program Supplies	41.05
TOTAL							41.05
	Bill Pmt -Check	DD	12/29/2023	Menards	Makerspace Organization Items	10240 · BOH Convenience Fund Chk (2208)	-117.54
	Bill	12012023	12/01/2023	The Grainger Foundation Grant	Makerspace Organization Items	54135 · Grant Program Supplies	117.54
TOTAL							117.54
	Bill Pmt -Check	DD	12/29/2023	Mutual Services of Highland Park	Interior Door Key Copies	10240 · BOH Convenience Fund Chk (2208)	-26.34
	Bill	E27453	12/14/2023		Interior Door Key Copies	55400.2 · Office/Library Supplies	26.34
TOTAL							26.34
	Bill Pmt -Check	DD	12/29/2023	Simple Practice	Appointment Scheduler for 12/03/23-1/03/24	10240 · BOH Convenience Fund Chk (2208)	-394.00
	Bill	724EA5F5-0024	12/03/2023	NorthShore University HealthSystem	Appointment Scheduler for 12/03/23-1/03/24	54135 · Grant Program Supplies	394.00
TOTAL							394.00
	Bill Pmt -Check	DD	12/29/2023	Subway	Grand Opening Staff Supplies	10240 · BOH Convenience Fund Chk (2208)	-142.95
	Bill	12082023	12/08/2023		Grand Opening Staff Supplies	55500.2 · Public Relations - Gen. Library	142.95
TOTAL							142.95

Highwood Public Library & Community Center

Check Detail

December 19, 2023 through January 20, 2024

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	DD	12/29/2023	Target	Makerspace Supplies	10240 · BOH Convenience Fund Chk (2208)	-160.92
	Bill	12062023	12/06/2023	IL State Library PNG	Makerspace Supplies	54135 · Grant Program Supplies	160.92
TOTAL							160.92
	Bill Pmt -Check	DD	12/29/2023	The Mean Wiener	Team Training Supplies	10240 · BOH Convenience Fund Chk (2208)	-305.10
	Bill	12012023	12/01/2023	NorthShore University HealthSystem	Team Training Supplies	54135 · Grant Program Supplies	305.10
TOTAL							305.10
	Bill Pmt -Check	DD	12/29/2023	Walgreens		10240 · BOH Convenience Fund Chk (2208)	-41.26
	Bill	11302023	11/30/2023	NorthShore University HealthSystem	Team Training Supplies	54135 · Grant Program Supplies	20.64
	Bill	12062023	12/06/2023	IL State Library PNG	Mug Press Parchment Paper	54135 · Grant Program Supplies	10.85
	Bill	12132023	12/13/2023	Highland Park Community Foundation	Staff Supplies	54135 · Grant Program Supplies	9.77
TOTAL							41.26
	Bill Pmt -Check	DD	12/29/2023	Walmart	Charlas Supplies	10240 · BOH Convenience Fund Chk (2208)	-27.16
	Bill	12202023	12/20/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	27.16
TOTAL							27.16
	Bill Pmt -Check	DD	12/29/2023	Zoom Video Communications Inc	Health Literacy Subscription for 12/2023-11/2024	10240 · BOH Convenience Fund Chk (2208)	-149.90
	Bill	INV232213818	12/19/2023	NorthShore University HealthSystem	Health Literacy Subscription for 12/2023-11/2024	54185 · Grant Telecommunications	149.90
TOTAL							149.90
	Bill Pmt -Check	DD	12/29/2023	Zumba	Instructor Membership for December 2023	10240 · BOH Convenience Fund Chk (2208)	-43.94
	Bill	12212023	12/21/2023	NorthShore University HealthSystem	Instructor Membership for December 2023	54135 · Grant Program Supplies	43.94
TOTAL							43.94
	Bill Pmt -Check	DD	12/29/2023	Comcast	Telecom Services for 11/16-12/15/23	10240 · BOH Convenience Fund Chk (2208)	-329.11
	Bill	11092023	11/09/2023		Telecom Services for 11/16-12/15/23	55400.6 · Telecommunications/Internet	329.11
TOTAL							329.11
	Bill Pmt -Check	DD	12/29/2023	Vivint, Inc.	Smart Home Service 12/16/23-1/15/24	10240 · BOH Convenience Fund Chk (2208)	-29.46
	Bill	INV179190308	12/19/2023		Smart Home Service 12/16/23-1/15/24	56500.1 · Maintenance Svcs. - Interior	29.46
TOTAL							29.46
	Bill Pmt -Check	DD	01/20/2024	Paychex	Payroll Time & Attendance for December	10206 · BOH Payroll Acct. Chk. (0133)	-59.00

Highwood Public Library & Community Center

Check Detail

December 19, 2023 through January 20, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	4627352	01/05/2024		Payroll Time & Attendance for December	51999 · Payroll Processing Fees	59.00
TOTAL						59.00
Bill Pmt -Check	2796	01/18/2024	Alvey, Diana	VOID: Case Management Services & Supervision	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2797	01/18/2024	Avila, Genesis	VOID: January Community Health Education & E	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2798	01/18/2024	Brito, Carolina	VOID: January Counseling Services	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2799	01/18/2024	City of Highwood.	VOID:	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2800	01/18/2024	Consuelo, Inc.	VOID: Therapy Services for January	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2801	01/18/2024	Highwood Rec Center	VOID: Zumba Basement Fee - December	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2802	01/18/2024	Kentwood Office Furniture	VOID:	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2803	01/18/2024	Lara, Maria	VOID: January 2023 Professional Construction C	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2804	01/18/2024	Lomeli, Itzayana Rocio Gonzalez	VOID: January Community Health Education & E	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2805	01/18/2024	RAILS	VOID: Illinois Library Presents 07/2022-06/2024	10201.1 · BOH - Operating	0.00
TOTAL						0.00

Highwood Public Library & Community Center

Check Detail

December 19, 2023 through January 20, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2806	01/18/2024	Simon Pina, Beatriz	VOID: January Community Health Education & Engage	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2807	01/18/2024	Spanish Adult Literacy Consultant	VOID: English & Spanish Literacy & GED Educa	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2808	01/18/2024	Vazquez, Fabiola Hernandez	VOID: January Community Health Education & Engage	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2809	01/18/2024	Vergara Castrejon, Oralia	VOID: January Community Health Education & Engage	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2810	01/18/2024	W.B. Olson Inc.	VOID: December 2023 Construction	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Check	2811	01/19/2024	Void		10201 · BOH General Fund Chk. (3563)	
TOTAL						0.00
Check	2811	01/20/2024	Void		10201.1 · BOH - Operating	0.00
TOTAL						0.00
Check	2812	01/20/2024	Void		10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2813	01/20/2024	Alvey, Diana	Case Management Services & Supervision 1/8-1/15	10201.1 · BOH - Operating	-87.50
Bill	1004	01/15/2024	NorthShore University HealthSystem	Case Management Services & Supervision 1/8-1/15	54110 · Contracted Services	87.50
TOTAL						87.50
Bill Pmt -Check	2814	01/20/2024	Aurora Santos Santiago	Senior Digital Wellbeing Supplies Reimburseme	10201.1 · BOH - Operating	-46.12
Bill	12222023	12/22/2023	The Grainger Foundation Grant	Senior Digital Wellbeing Supplies Reimbursement	54135 · Grant Program Supplies	46.12
TOTAL						46.12
Bill Pmt -Check	2815	01/20/2024	Avila, Genesis	January Community Health Education & Engage	10201.1 · BOH - Operating	-1,008.00

Highwood Public Library & Community Center

Check Detail

December 19, 2023 through January 20, 2024

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	01102024	01/10/2024	NorthShore University HealthSystem	January Community Health Education & Engagem	54110 · Contracted Services	1,008.00
							1,008.00
	Bill Pmt -Check	2816	01/20/2024	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-295.98
	Bill	2037985835	12/15/2023		Books NF - Adult	52150.1 · Books NF - Adult	156.05
					Processing Supplies	52650 · Processing Supplies	10.59
	Bill	2037985834	12/15/2023		Books F - Adult	52100.1 · Books F - Adult	120.28
					Processing Supplies	52650 · Processing Supplies	9.06
TOTAL							295.98
	Bill Pmt -Check	2817	01/20/2024	Brito, Carolina	January Counseling Services	10201.1 · BOH - Operating	-1,664.00
TOTAL	Bill	01042024	01/04/2024	NorthShore University HealthSystem	January Counseling Services	54110 · Contracted Services	1,664.00
							1,664.00
	Bill Pmt -Check	2818	01/20/2024	City of Highwood.		10201.1 · BOH - Operating	-39,140.73
	Bill	2023-October	12/14/2023	Chicago Community Trust	October 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	650.18
				IL State Library PNG	October 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	83.89
				Healthcare Foundation of Northern Lake Co	October 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	417.73
				NorthShore University HealthSystem	October 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,227.26
				Mano a Mano Family Resource Center	October 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,083.08
				Community Catalyst, Inc.	October 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	813.11
					October 2023 Medical/Health Insurance	51120 · Medical/Health Insurance	2,680.55
					October 2023 Medical/Health Insurance	51125 · Dental Insurance	89.58
					October 2023 Medical/Health Insurance	51135 · Vision Insurance	19.27
					October 2023 Medical/Health Insurance	51130 · Life Insurance	22.18
				The Grainger Foundation Grant	November 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	897.12
				IL State Library PNG	November 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	269.10
				NorthShore University HealthSystem	November 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,644.99
	Bill	2023-November	12/14/2023	Mano a Mano Family Resource Center	November 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,083.08
				Community Catalyst, Inc.	November 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	813.11
					November 2023 Medical/Health Insurance	51120 · Medical/Health Insurance	2,862.12
					November 2023 Medical/Health Insurance	51125 · Dental Insurance	89.58
					November 2023 Medical/Health Insurance	51135 · Vision Insurance	19.27
					November 2023 Medical/Health Insurance	51130 · Life Insurance	25.87
				The Grainger Foundation Grant	December 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	897.12
				IL State Library PNG	December 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	269.10
				NorthShore University HealthSystem	December 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,644.99
				Mano a Mano Family Resource Center	December 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,083.08
				Community Catalyst, Inc.	December 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	813.11
					December 2023 Medical/Health Insurance	51120 · Medical/Health Insurance	2,862.12
					December 2023 Medical/Health Insurance	51125 · Dental Insurance	133.99

Highwood Public Library & Community Center
Check Detail
December 19, 2023 through January 20, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	2024-January	01/04/2024	The Grainger Foundation Grant IL State Library PNG NorthShore University HealthSystem Mano a Mano Family Resource Center Community Catalyst, Inc.	December 2023 Medical/Health Insurance	51135 · Vision Insurance	31.19
				December 2023 Medical/Health Insurance	51130 · Life Insurance	25.87
				January 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	901.89
				January 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	272.68
				January 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	3,461.59
				January 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,083.08
				January 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	813.11
				January 2023 Medical/Health Insurance	51120 · Medical/Health Insurance	2,862.12
				January 2023 Medical/Health Insurance	51125 · Dental Insurance	133.99
				January 2023 Medical/Health Insurance	51135 · Vision Insurance	34.76
TOTAL						39,140.73
Bill Pmt -Check	2819	01/20/2024	Consuelo, Inc.	Therapy Services for January	10201.1 · BOH - Operating	-2,400.00
Bill	1020	01/10/2024	NorthShore University HealthSystem	Therapy Services for January	54110 · Contracted Services	2,400.00
TOTAL						2,400.00
Bill Pmt -Check	2820	01/20/2024	Crain's Chicago Business	Subscription through 01/31/2025	10201.1 · BOH - Operating	-169.00
Bill	02012024	02/01/2024		Subscription through 01/31/2025	52400.1 · Periodicals - Adult	169.00
TOTAL						169.00
Bill Pmt -Check	2821	01/20/2024	Hegedus, Lauren	COVID Mask Reimbursement	10201.1 · BOH - Operating	-47.83
Bill	12192023	12/19/2023	NorthShore University HealthSystem	COVID Mask Reimbursement	54135 · Grant Program Supplies	47.83
TOTAL						47.83
Bill Pmt -Check	2822	01/20/2024	Highwood Rec Center	Zumba Basement Fee - December	10201.1 · BOH - Operating	-105.00
Bill	40181	12/28/2023	NorthShore University HealthSystem	Zumba Basement Fee - December	54135 · Grant Program Supplies	105.00
TOTAL						105.00
Bill Pmt -Check	2823	01/20/2024	Hollis, Anthony	January Lawn care & Snow Removal	10201.1 · BOH - Operating	-175.00
Bill	01012024	01/01/2024		January Lawn care & Snow Removal	56500.2 · Maintenance Svcs. - Exterior	175.00
TOTAL						175.00
Bill Pmt -Check	2824	01/20/2024	Hoopla	December Usage	10201.1 · BOH - Operating	-161.65
Bill	504860536	12/31/2023		December Usage	52350.3 · On-Line - Hoopla	161.65
TOTAL						161.65
Bill Pmt -Check	2825	01/20/2024	Kentwood Office Furniture		10201.1 · BOH - Operating	-6,056.98

Highwood Public Library & Community Center

Check Detail

December 19, 2023 through January 20, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	12272023	12/27/2023	ISL Construction Grant	Library Furnishings Add'l Order - Full Payment	54515 · Grant Renovation Furniture	1,573.51
			Other- Library Renovation Project	Library Furnishings Add'l Order - Full Payment	54515 · Grant Renovation Furniture	2,922.24
Bill	01152024-Prop	01/15/2024	ISL Construction Grant	Library Furnishings Add'l Order - 50% Down Payment	54515 · Grant Renovation Furniture	546.43
			Other- Library Renovation Project	Library Furnishings Add'l Order - 50% Down Payment	54515 · Grant Renovation Furniture	1,014.80
TOTAL						6,056.98
Bill Pmt -Check	2826	01/20/2024	Lara, Maria	January 2023 Professional Construction Cleaning	10201.1 · BOH - Operating	-1,539.00
Bill	01112024	01/11/2024		January 2023 Professional Construction Cleaning	56200 · Cleaning Services	1,539.00
TOTAL						1,539.00
Bill Pmt -Check	2827	01/20/2024	Lauterbach & Amen, LLP	HIGHWOODPL	10201.1 · BOH - Operating	-600.00
Bill	86517	01/18/2024		Accounting Services for December	56100 · Accounting Services	600.00
TOTAL						600.00
Bill Pmt -Check	2828	01/20/2024	Lomeli, Itzayana Rocio Gonzalez		10201.1 · BOH - Operating	-1,627.59
Bill	12072023	12/07/2023	NorthShore University HealthSystem	Staff Training Supplies	54135 · Grant Program Supplies	21.56
Bill	12072023-2	12/07/2023	NorthShore University HealthSystem	Staff Training Supplies	54135 · Grant Program Supplies	21.56
Bill	12072023-3	12/07/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	24.47
Bill	01102024	01/10/2024	NorthShore University HealthSystem	January Community Health Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL						1,627.59
Bill Pmt -Check	2829	01/20/2024	NEWS-SUN	Subscription through 01/24/24	10201.1 · BOH - Operating	-109.44
Bill	11302023	11/30/2023		Subscription through 01/24/24	52400.1 · Periodicals - Adult	109.44
TOTAL						109.44
Bill Pmt -Check	2830	01/20/2024	Quill	Acct. #C359709	10201.1 · BOH - Operating	-195.00
Bill	36172030	12/14/2023		25lb. Bag of Salt	56500.2 · Maintenance Svcs. - Exterior	18.71
Bill	36186632	12/14/2023		Printer Paper, Paper Products, Staplers, & Trash B.	55400.2 · Office/Library Supplies	176.29
TOTAL						195.00
Bill Pmt -Check	2831	01/20/2024	RAILS	Illinois Library Presents 07/2022-06/2024	10201.1 · BOH - Operating	-135.00
Bill	11604	10/20/2023		Illinois Library Presents 07/2022-06/2024	53200.1 · Prog. Suppl. - Adult	135.00
TOTAL						135.00
Bill Pmt -Check	2832	01/20/2024	Simon Pina, Beatriz	January Community Health Education & Engagement	10201.1 · BOH - Operating	-1,560.00
Bill	01102024	01/10/2024	NorthShore University HealthSystem	January Community Health Education & Engagement	54110 · Contracted Services	1,560.00

Highwood Public Library & Community Center

Check Detail

December 19, 2023 through January 20, 2024

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							1,560.00
	Bill Pmt -Check	2833	01/20/2024	Spanish Adult Literacy Consultant	English & Spanish Literacy & GED Education fo	10201.1 · BOH - Operating	-5,000.00
	Bill	01122024	01/12/2024	Anonymous W	English & Spanish Literacy & GED Education for Ja	54110 · Contracted Services	5,000.00
TOTAL							5,000.00
	Bill Pmt -Check	2834	01/20/2024	The I.T. Connection Inc.	Internet Service for January & Phone Support	10201.1 · BOH - Operating	-188.75
	Bill	10305	12/31/2023		Internet Service for January	55400.6 · Telecommunications/Internet	80.00
					12/28/23 Phone Support	55400.6 · Telecommunications/Internet	108.75
TOTAL							188.75
	Bill Pmt -Check	2835	01/20/2024	USA Today	Newspaper Subscription 01/01-06/30/24	10201.1 · BOH - Operating	-180.72
	Bill	01052024	01/05/2024		Newspaper Subscription 01/01-06/30/24	52400.1 · Periodicals - Adult	180.72
TOTAL							180.72
	Bill Pmt -Check	2836	01/20/2024	Vazquez, Fabiola Hernandez		10201.1 · BOH - Operating	-917.85
	Bill	12132023	12/13/2023	NorthShore University HealthSystem	Health Workshop Supplies	54135 · Grant Program Supplies	17.85
	Bill	01102024	01/10/2024	NorthShore University HealthSystem	January Community Health Education & Engageme	54110 · Contracted Services	900.00
TOTAL							917.85
	Bill Pmt -Check	2837	01/20/2024	Vergara Castrejon, Oralia	January Community Health Education & Engage	10201.1 · BOH - Operating	-1,560.00
	Bill	01102024	01/10/2024	NorthShore University HealthSystem	January Community Health Education & Engageme	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2838	01/20/2024	Villarreal, Vanessa	Signage Reimbursement for Children's Departm	10201.1 · BOH - Operating	-68.46
	Bill	12052023	12/05/2023		Signage Reimbursement for Children's Department	53200.2 · Prog. Suppl. - Children	68.46
TOTAL							68.46
	Bill Pmt -Check	2839	01/20/2024	W.B. Olson Inc.	December 2023 Construction	10201.1 · BOH - Operating	-107,148.00
	Bill	675 29	01/10/2024	Other- Library Renovation Project	December 2023 Construction	54510 · Contracted Services	107,148.00
TOTAL							107,148.00