



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

Location: Highwood Public Library
Monday, July 22, 2024 – 7 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
5. Secretary's report
 - a. Motion to approve minutes from June 24, 2024 regular meeting minutes
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the July 2024 Invoices
8. Director's report
 - a. Public comment received via email and suggestion box
9. Committee reports
10. Old business
11. New business
 - a. Discussion of policies: Personnel Policy, Author Visit, Art, Photography and Media Relations, Security Cameras, Patron Code of Conduct
 - b. Motion to approve the presented policies
12. Executive Session 5 ILCS 120/Sec 2(c) 1
 - a. Motion to approve items of action taken in executive session.
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

Draft, not yet approved

**Highwood Library & Community Center
Board of Trustees Regular Meeting – June 24, 2024**

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

Ms. Hospodarsky called the meeting to order at 7:02 pm.

Public Comments – new circulation desk employee Jasmine introduced herself to the Board.

President’s Report

- Ms. Hospodarsky has reviewed the IPLAR which is due at the end of June. She prepared a draft of the President’s Annual Report which is on the shared drive for review and comment. When final, staff will post it and other annual reports to website.
- Friends will be setting up a booth on August 7th at the City’s Wednesday evening market. Ms. Hospodarsky requests Board members help staff from 7-9 pm. Board discussed activities for the booth and a possible new membership card.

Secretary’s Report

Ms. Hospodarsky moved to approve the regular and executive session minutes from May 28, 2024, Mr. Muelver seconded, and the motion carried unanimously.

Communication

A FOIA request was received. The technology committee will look at cybersecurity safety for staff and this would be good for annual staff training.

Treasurer’s Report

Ms. Loredo presented the May financials and June invoices. The Business Manager replied to President’s questions on reports and explained voided checks. There was discussion on professional liability and malpractice insurance for Health Equity area. Ms. Hospodarsky moved to approve the June 2024 invoices as listed in the Check Detail, Ms. Regalado seconded, and the motion carried unanimously.

Director’s Report

Ms. Ramirez highlighted several items from her report. The Board really liked the new format and it saves staff time.

- Suggestion box: staff compliment and program suggestion (youth Spanish club)
- ExploreMore Illinois is now launched.
- Success story - adult literacy was customized for a patron.
- Summer reading kickoff had some special readers from the Board. Staff is working to understand surprisingly low turnout for event. August 10 is summer reading wrap-up.
- Grant has been submitted to Lake County for digital navigation and digital literacy need, with focus on Highwood.
- Staff member attending ALA requested to report useful items back to staff/trustees.

Draft, not yet approved

- Two construction waivers are in process of being approved, which impacts reimbursement from the State of Illinois. Building and Grounds may want to budget for paint touch ups.

Committee Reports

Policy: Ms. Regalado summarized committee's recent work. For Financial Management Policy, Business Manager, Policy, and Finance committees have reviewed. Director limit of spend has been raised to \$2500. A Friends Financial Management Policy will also be created for them. Naming Rights and donor reporting expectations were updated. B&G is asked to develop a brief Landscaping Master Plan.

Finance: Committee met to approve the payment of the health equity insurance policy.

New Business

There was discussion of the Financial Management Policy and revised Meeting Room Policy. Ms. Hospodarsky moved to approve the Financial Management and Meeting Room policies. Ms. Regalado seconded and the motion carried unanimously.

There was discussion on the process for taking volunteers. Could there be a form on the website? Mr. Martinez has a possibly technology volunteer he will follow up with.

Ms. Regalado led a review of Personnel Policy proposed changes and asked Board to review and provide comments prior to second legal review. It was noted this manual is only for employees and another document is needed for contractors. Three changes related to paid time off and unpaid leave were discussed by the Board and favorable.

Ms. Hospodarsky and Ms. Regalado are reviewing the IPLAR report.

Ms. Ramirez will sign the Illinet/OCLS contract.

The Director provided an update on digital accessibility concerns in libraries. The Technology Committee will work on this. There are plans for a new website.

Other annual reports will be posted to website when complete. Director's Report will have numbers updated before it is posted.

Ms. Regalado moved and Mr. Muelver seconded to adjourn.

Meeting adjourned at 8:47 pm.

Director's Report
July 22, 2024
Library Updates

Admin/Accounting

- Internal Controls Documentation for FY23 Audit - Laura, Lucy, Rebecca
- IPLAR - Agency-wide, Board President and Secretary
- FY24 Close - Rebecca

Records Retention

- None to Report

Building & Grounds

- Area around where roof is leaking was cleaned and inspected.

Website & Technology

- None to Report

Communications

- A request for the square footage of the library and date the library opened was received.

Donor Stewardship & Grant Update

- Christ Church staff toured the library to see the renovation that they had helped support, and to hear about programming and current needs.
- We hosted an Anonymous Foundation. The current and former library directors led a panel discussion on the need in the community, what it means to be a library and community center, and the impact of the foundation's support.
- DCEO Construction Grant Interim Final Reporting - Laura, Dave W., Rebecca
- Illinois Works (construction apprenticeship) waiver request and quarterly reporting submitted- Laura, WB Olson, Dave W.
- A Year End Report was submitted to Anonymous Foundation - Diana G & Laura
- An award letter of \$7,534.89 for the FY24 Public Per Capita grant was received.
- A grant request was submitted to the Highland Park Community Foundation HP Shooting Recovery Fund. A \$40,000 grant in support of Health Equity's work with parade shooting victims was awarded.
- A bid was submitted to Lake County for the Digital Navigator program for \$140,000 for two years.

Library Services

Highlight – Alex

- In June, Meeting Room B became fully operational as a study room, available during specific days and hours. Since then, the room has been used on several occasions, and we anticipate its popularity will grow as more patrons increase in awareness of this new resource.

Patron Services – Children's Department (Program updates from Diana W.)

Success Story: Baby & Toddler Storytime

- Although we previously had low attendance at our Thursday morning storytimes, we recently experienced a significant turnaround. Parents and their children have enthusiastically joined baby & toddler storytime. After the stories, the babies enjoyed playing and listening to songs, while parents appreciated the opportunity for open play afterward. One parent highlighted that the fact that the sessions are bilingual was a unique draw.



Highlight: Get Active Thursdays!

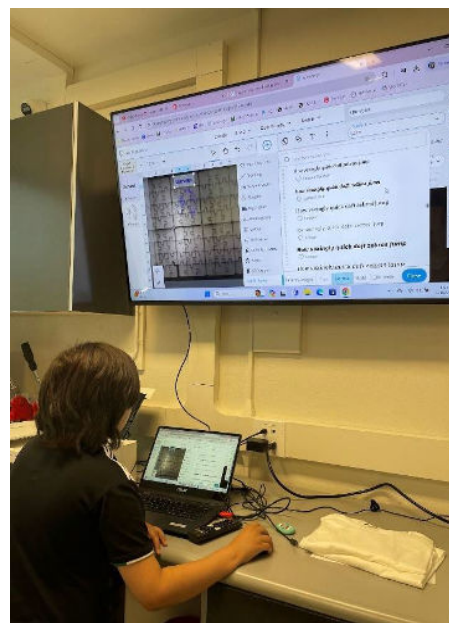
- On Thursday evenings, while parents participate in Health Equity’s Charlas con Propósito (Conscious Conversations), their children are able to participate in a new program in the Children’s Department. Kids engage in Zumba, learning and remembering steps for specific songs, and help set up a fun obstacle course to challenge themselves and each other after Zumba. The goal of this program is to provide a safe and controlled environment for kids to channel their energy into structured activities. Parents and caregivers enjoy watching and recording their children during these activities. The children have been very communicative about their favorite songs and artists, eagerly dancing to their preferred tunes. This program has successfully created an engaging and enjoyable space for children, while parents focus on their enrichment and education. Each week, an average of 11 children participates.



Patron Services—Teen Department (Program Updates from Lauren)

Highlight: Makerspace Mondays - Wooden Puzzles Program

- Maker Monday: The Wooden Puzzles program saw attendance from two of our regular makerspace participants. These teens, having previously engaged in other GlowForge-specific programming, showcased remarkable independence by leading the implementation of their project plan. Impressively, they became the first teens in the program's history to complete an entire project without any additional guidance, marking a significant milestone in our makerspace journey.



Success Story: Life Skills 101 - Resume Building

During our Life Skills 101: Resume Building program, Lauren worked one-on-one with a teen visiting the library for the first time.

Together, they drafted the teen’s resume from scratch. Throughout the session, the teen's confidence grew as they articulated their work ethic and skills. By the end of the program, they felt comfortable seeking additional advice on job hunting and the

college experience. They left the library feeling confident and assured that Lauren would be a valuable resource for them in the future.

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

Highlight: Growing HLCC Book Club

- Our HLCC book club has been steadily growing in attendance. While this month's turnout was modest, it has shown a continuous increase since the winter. Additionally, patrons have been calling to inquire about the book club, indicating a growing interest. We are excited to maintain this momentum and look forward to further growth in the coming months.



Success Story: ESL – Empowering Students

- As students share their goals, they recognize the importance of learning English and become eager to improve their language skills. They learned about vocational courses available at CLC and are motivated to pursue these opportunities. One student, currently working at McDonald's, has gained confidence in speaking English and is exploring new opportunities. Volunteering at a forest preserve, he interacted with native English speakers who encouraged him to continue learning and get involved in the community. This experience has inspired him to keep exploring opportunities. The picture below shows students interviewing each other to practice their reading, speaking, and writing skills.



Health Equity –

Highlight: TIERRA Training and Pilot Project

- We are excited to announce an innovative pilot project in collaboration with Brushwood Center. Our partnership leverages pre-existing research, evidence-based frameworks centered on trauma and healing, and community input to co-create opportunities for healing and connection among community members. This initiative, known as TIERRA (Transforming Internal Experiences for Resilience, Restoration with Acceptance), uses nature and mindfulness to address trauma in a trauma-informed and trauma-focused manner. Reflecting our commitment to uplifting underrepresented communities and providing access to programs that foster dignity and connection, the TIERRA project aims to improve well-being by reducing stress through nature-based interventions.
- The Health Equity team, including our Community Engagement Coordinator, Promotoras (CHWs), Lead Case Manager, Clinician, and Manager, has begun to receive the TIERRA training in from Brushwood Center. Upon completing the

training, our promotoras and community engagement coordinator will facilitate these group interventions with the community starting in Fall 2024.

Success Story:

Support Group for Emotional Health of Migrant Women (Programming conducted in Spanish.)

- “Since attending the support group, I have been learning how to communicate better with my family members and my significant other. I feel like I am more assertive with my ideas, although I know I still have a lot to learn.”

Wednesday Support Group

- The support group has maintained consistent attendance from community members. Recently, we welcomed a new participant. He arrived at the session timid yet hopeful, trusting the opportunity he was giving himself. His motivation stemmed from witnessing positive changes in another community member. Throughout the sessions, he has provided meaningful insights, asked questions, and shared his experiences. His self-reflection and participation in the group have allowed him to reconnect with his strengths and find healing that supports his mental health. “I’m able to sleep better, I don’t feel as much heavy chest pain, and I don’t have as many hurtful thoughts as before. I encourage myself to continue to come.” This story powerfully illustrates "The Power of One," where one person's positive actions inspired another, creating a ripple effect of healing and growth within the community.

Board Meeting Open Items

- President’s annual report posted to the website, director’s report numbers updated and posted to the website: Completed
- Board members still needed to support the Library booth at the August 7th Market: pending
- Re-print stats document so that it is formatted correctly: Done.
- Technology Committee will review of cybersecurity safety and address digital accessibility concerns: to take place at future meeting when IT Consultant is in town.
- Staff member who attended ALA is requested to report useful items back to staff/trustees: Alex presented to the leadership team upon his return, and will provide information for the Board of Trustees.
- Request to streamline process of volunteer on-boarding: volunteer position descriptions are being finalized and will be uploaded to the website so that team members and community are 1. aware of opportunities and 2. able to easily apply to help out.
- Personnel policy draft to be reviewed by Board prior to second legal review: Done
- IPLAR report to be reviewed and approved: Done
Illinet/OCLS contract signed and submitted.

Other Updates

- Device usage agreement signed and submitted to Workforce Development. The Job Center kiosk has not yet been installed. We anticipate receipt of 10 translation devices soon.

The Friends of the Highwood Public Library

- Friends president Gayle Meyers is working on donor tracking. Vice president Kristi Winchester arranged for donor Christ Church to tour the library.

Highwood Public Library & Community Center
Balance Sheet w/Prior Month Comparison
As of June 30, 2024

	Jun 30, 24	May 31, 24	\$ 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	2,169.44	2,169.44	0.00	0.0%
10130 · Nayax	18.03	7.92	10.11	127.7%
10201 · BOH General Fund Chk. (3563)				
10201.1 · BOH - Operating	317,576.78	280,513.83	37,062.95	13.2%
Total 10201 · BOH General Fund Chk. (3563)	317,576.78	280,513.83	37,062.95	13.2%
10203 · BOH General Fund Money Market	425,246.15	425,213.53	32.62	0.0%
10206 · BOH Payroll Acct. Chk. (0133)	11,301.77	10,343.49	958.28	9.3%
10216 · IMET Capital Impr. Fund (8102)	3,999.40	3,982.80	16.60	0.4%
10221 · IMET Reserve Fund (8101)	21,936.81	21,845.77	91.04	0.4%
10240 · BOH Convenience Fund Chk (2208)	3,076.49	2,415.65	660.84	27.4%
10250 · BOH Building Renovation Account	10,000.00	10,000.00	0.00	0.0%
Total 10000 · CASH & INVESTMENT ACCOUNTS	795,374.87	756,542.43	38,832.44	5.1%
Total Checking/Savings	795,374.87	756,542.43	38,832.44	5.1%
Other Current Assets				
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	323,171.32	0.00	0.0%
Total Current Assets	1,118,546.19	1,079,713.75	38,832.44	3.6%
TOTAL ASSETS	1,118,546.19	1,079,713.75	38,832.44	3.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	8,287.68	13,703.86	-5,416.18	-39.5%
Total Accounts Payable	8,287.68	13,703.86	-5,416.18	-39.5%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	5,394.92	0.00	5,394.92	100.0%
22101 · Insurance Payable	7,858.63	7,976.64	-118.01	-1.5%
Total 22000 · Payroll Liabilities	13,253.55	7,976.64	5,276.91	66.2%
24000 · Deferred Property Taxes	321,750.00	321,750.00	0.00	0.0%
Total Other Current Liabilities	335,003.55	329,726.64	5,276.91	1.6%
Total Current Liabilities	343,291.23	343,430.50	-139.27	0.0%
Total Liabilities	343,291.23	343,430.50	-139.27	0.0%
Equity				
32000 · Unrestricted Net Assets	1,289,478.98	1,289,478.98	0.00	0.0%
Net Income	-514,224.02	-553,195.73	38,971.71	7.0%
Total Equity	775,254.96	736,283.25	38,971.71	5.3%
TOTAL LIABILITIES & EQUITY	1,118,546.19	1,079,713.75	38,832.44	3.6%

Highwood Public Library & Community Center Profit & Loss YTD Budget vs. Actual

May through June 2024

	May - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	158,066.07	321,750.00	-163,683.93	49.1%
41200 · Tax Revenue - PPRT	0.00	5,000.00	-5,000.00	0.0%
41300 · Grants				
41305 · Per Capita Grant	7,534.89	7,400.00	134.89	101.8%
41320 · Temp. Restricted Grant Programs	571,990.54	1,306,137.78	-734,147.24	43.8%
41330 · Temp. Restricted Grant- Bldg	-1,034,118.65	0.00	-1,034,118.65	100.0%
Total 41300 · Grants	-454,593.22	1,313,537.78	-1,768,131.00	-34.6%
41400 · Interest & Dividends	286.22	510.00	-223.78	56.1%
Total 41000 · GENERAL REVENUES	-296,240.93	1,640,797.78	-1,937,038.71	-18.1%
42000 · OPERATING REVENUES				
42600 · Photocopier	36.66	1,800.00	-1,763.34	2.0%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	37.86	800.00	-762.14	4.7%
42900.2 · Friends of the Library	2,000.00	5,937.00	-3,937.00	33.7%
Total 42900 · Gifts & Donations	2,037.86	6,737.00	-4,699.14	30.2%
Total 42000 · OPERATING REVENUES	2,074.52	8,537.00	-6,462.48	24.3%
Total Income	-294,166.41	1,649,334.78	-1,943,501.19	-17.8%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	19,623.53	184,541.68	-164,918.15	10.6%
51115 · IMRF Expense	672.64	7,732.32	-7,059.68	8.7%
51120 · Medical/Health Insurance	2,913.38	26,366.27	-23,452.89	11.0%
51130 · Life Insurance	38.20	288.29	-250.09	13.3%
51140 · Employer FICA	1,548.49	14,117.44	-12,568.95	11.0%
51999 · Payroll Processing Fees	350.24	2,542.40	-2,192.16	13.8%
Total 51000 · PERSONNEL & BENEFITS	25,146.48	235,588.40	-210,441.92	10.7%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	315.59	4,000.00	-3,684.41	7.9%
52100.2 · Books F - Children/Juvenile	560.31	2,500.00	-1,939.69	22.4%
52100.3 · Books F - Young Adult	274.42	1,500.00	-1,225.58	18.3%
52100.4 · Books F - Spanish Adult	11.35	750.00	-738.65	1.5%
52100.5 · Books F - Spanish Chld./Juv.	120.01	1,850.00	-1,729.99	6.5%
Total 52100 · Books, Fiction	1,281.68	10,600.00	-9,318.32	12.1%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	327.42	2,200.00	-1,872.58	14.9%
52150.2 · Books NF - Children/Juvenile	296.67	2,700.00	-2,403.33	11.0%
52150.4 · Books NF - Spanish	49.97	1,000.00	-950.03	5.0%
Total 52150 · Books, Non-Fiction	674.06	5,900.00	-5,225.94	11.4%
52200 · A/V Materials				
52200.1 · A/V - Adult	0.00	2,000.00	-2,000.00	0.0%
52200.2 · A/V - Children/Juvenile	0.00	1,100.00	-1,100.00	0.0%
52200.6 · A/V Games	0.00	1,000.00	-1,000.00	0.0%
Total 52200 · A/V Materials	0.00	4,100.00	-4,100.00	0.0%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	664.59	3,900.00	-3,235.41	17.0%
52350.4 · On-Line - eRead	0.00	650.00	-650.00	0.0%
52350.5 · On-Line - Libby	0.00	1,276.00	-1,276.00	0.0%
Total 52350 · On-Line Resources	664.59	5,826.00	-5,161.41	11.4%
52400 · Periodicals				

Highwood Public Library & Community Center Profit & Loss YTD Budget vs. Actual May through June 2024

	May - Jun 24	Budget	\$ Over Budget	% of Budget
52400.1 · Periodicals - Adult	603.01	3,600.00	-2,996.99	16.8%
52400.3 · Periodicals - Subscription Svc	623.90	900.00	-276.10	69.3%
Total 52400 · Periodicals	1,226.91	4,500.00	-3,273.09	27.3%
52650 · Processing Supplies	46.39	800.00	-753.61	5.8%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	3,893.63	31,726.00	-27,832.37	12.3%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	0.00	500.00	-500.00	0.0%
53100.2 · Program Fac- Young Adult	0.00	600.00	-600.00	0.0%
53100.3 · Program Fac- Child	260.00	2,000.00	-1,740.00	13.0%
Total 53100 · Library Program Facilitators	260.00	3,100.00	-2,840.00	8.4%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	0.00	1,000.00	-1,000.00	0.0%
53200.2 · Prog. Suppl. - Children	1,506.17	2,600.00	-1,093.83	57.9%
53200.3 · Prog. Suppl. - Young Adult	324.02	1,000.00	-675.98	32.4%
Total 53200 · Program Supplies	1,830.19	4,600.00	-2,769.81	39.8%
Total 53000 · PROGRAMMING	2,090.19	7,700.00	-5,609.81	27.1%
54000 · GRANT EXPENSES				
54110 · Contracted Services	37,461.00	346,536.00	-309,075.00	10.8%
54115 · Staff Development	800.00	20,335.00	-19,535.00	3.9%
54120 · Wages & Salaries	88,957.99	646,975.53	-558,017.54	13.7%
54125 · Bonuses/Overtime	20,320.88	42,471.38	-22,150.50	47.8%
54130 · Employer FICA	8,062.35	49,461.92	-41,399.57	16.3%
54131 · IMRF Expense	4,416.85	28,240.09	-23,823.24	15.6%
54132 · Medical/Dental Benefits	10,893.57	85,356.74	-74,463.17	12.8%
54135 · Grant Program Supplies	3,860.57	58,150.00	-54,289.43	6.6%
54155 · Travel Reimbursement	0.00	300.00	-300.00	0.0%
54185 · Grant Telecommunications	70.99	1,674.00	-1,603.01	4.2%
54195 · Training Expense	98.00	0.00	98.00	100.0%
54196 · Liability/Property Insurance	2,839.00	6,000.00	-3,161.00	47.3%
54198 · Misc. Staffing Costs	0.00	17,000.00	-17,000.00	0.0%
54199 · Indirect Costs to Operations	0.00	3,636.00	-3,636.00	0.0%
Total 54000 · GRANT EXPENSES	177,781.20	1,306,136.66	-1,128,355.46	13.6%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	2,051.21	3,800.00	-1,748.79	54.0%
55100.2 · Library Board Expense	0.00	600.00	-600.00	0.0%
55100.3 · Travel Reimbursement	0.00	200.00	-200.00	0.0%
Total 55100 · Library Board & Staff Expenses	2,051.21	4,600.00	-2,548.79	44.6%
55200 · Technology				
55200.1 · Circulation System (ILS)	0.00	1,200.00	-1,200.00	0.0%
55200.2 · Baker/Taylor TS3 Search System	0.00	1,800.00	-1,800.00	0.0%
55200.3 · Website	0.00	725.00	-725.00	0.0%
55200.5 · Hardware Purchases	0.00	1,000.00	-1,000.00	0.0%
55200.6 · Software	0.00	500.00	-500.00	0.0%
Total 55200 · Technology	0.00	5,225.00	-5,225.00	0.0%
55300 · Furniture & Equipment				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%
55300.3 · Equipment Purchases	0.00	250.00	-250.00	0.0%
Total 55300 · Furniture & Equipment	0.00	550.00	-550.00	0.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	933.42	6,263.15	-5,329.73	14.9%
55400.3 · Membership Dues/Fees	85.00	1,785.00	-1,700.00	4.8%
55400.4 · Licensing Fees	1,287.00	3,560.00	-2,273.00	36.2%

Highwood Public Library & Community Center
Profit & Loss YTD Budget vs. Actual
May through June 2024

07/17/24

Accrual Basis

	May - Jun 24	Budget	\$ Over Budget	% of Budget
55400.5 · Postage & Shipping Fees	0.00	300.00	-300.00	0.0%
55400.6 · Telecommunications/Internet	555.55	3,696.00	-3,140.45	15.0%
55400.8 · Liability/Property Insurance	0.00	11,646.00	-11,646.00	0.0%
55400.9 · Workers Compensation Insurance	0.00	3,100.00	-3,100.00	0.0%
Total 55400 · General Office/Administration	2,860.97	30,350.15	-27,489.18	9.4%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	500.00	500.00	0.00	100.0%
55500.7 · Newsletter	76.50	419.16	-342.66	18.3%
Total 55500 · Outreach & Public Relations	576.50	919.16	-342.66	62.7%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.1 · Wire Transfers	0.00	22.00	-22.00	0.0%
55600.2 · Payment Processing Fees	8.95	0.00	8.95	100.0%
55600.3 · Other Bank Fees	0.00	20.00	-20.00	0.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	8.95	42.00	-33.05	21.3%
Total 55000 · GENERAL ADMINISTRATION	5,497.63	41,686.31	-36,188.68	13.2%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	4,000.00	2,650.00	1,350.00	150.9%
56150 · Audit Services	0.00	4,000.00	-4,000.00	0.0%
56200 · Cleaning Services	1,000.00	6,000.00	-5,000.00	16.7%
56300 · IT/Computer Services	0.00	6,000.00	-6,000.00	0.0%
56400 · Legal Services	0.00	500.00	-500.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	153.48	4,732.00	-4,578.52	3.2%
56500.2 · Maintenance Svcs. - Exterior	260.00	1,800.00	-1,540.00	14.4%
Total 56500 · Maintenance Services	413.48	6,532.00	-6,118.52	6.3%
56600 · Hiring Services	235.00	815.00	-580.00	28.8%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	5,648.48	26,497.00	-20,848.52	21.3%
Total Expense	220,057.61	1,649,334.37	-1,429,276.76	13.3%
Net Ordinary Income	-514,224.02	0.41	-514,224.43	-125,420,492.7%
Net Income	-514,224.02	0.41	-514,224.43	-125,420,492.7%

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

07/17/24

Accrual Basis

June 2024

	Jun 24	May 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	144,255.55	13,810.52	130,445.03	944.5%
41300 · Grants				
41305 · Per Capita Grant	7,534.89	0.00	7,534.89	100.0%
41320 · Temp. Restricted Grant Programs	0.00	571,990.54	-571,990.54	-100.0%
41330 · Temp. Restricted Grant- Bldg	0.00	-1,034,118.65	1,034,118.65	100.0%
Total 41300 · Grants	7,534.89	-462,128.11	469,663.00	101.6%
41400 · Interest & Dividends	140.26	145.96	-5.70	-3.9%
Total 41000 · GENERAL REVENUES	151,930.70	-448,171.63	600,102.33	133.9%
42000 · OPERATING REVENUES				
42600 · Photocopier	19.06	17.60	1.46	8.3%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	18.93	0.00	0.0%
42900.2 · Friends of the Library	0.00	2,000.00	-2,000.00	-100.0%
Total 42900 · Gifts & Donations	18.93	2,018.93	-2,000.00	-99.1%
Total 42000 · OPERATING REVENUES	37.99	2,036.53	-1,998.54	-98.1%
Total Income	151,968.69	-446,135.10	598,103.79	134.1%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	8,017.48	11,606.05	-3,588.57	-30.9%
51115 · IMRF Expense	298.77	373.87	-75.10	-20.1%
51120 · Medical/Health Insurance	929.24	1,984.14	-1,054.90	-53.2%
51125 · Dental Insurance	0.00	0.00	0.00	0.0%
51130 · Life Insurance	16.02	22.18	-6.16	-27.8%
51135 · Vision Insurance	0.00	0.00	0.00	0.0%
51140 · Employer FICA	592.26	956.23	-363.97	-38.1%
51999 · Payroll Processing Fees	128.00	222.24	-94.24	-42.4%
Total 51000 · PERSONNEL & BENEFITS	9,981.77	15,164.71	-5,182.94	-34.2%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	298.49	17.10	281.39	1,645.6%
52100.2 · Books F - Children/Juvenile	352.95	207.36	145.59	70.2%
52100.3 · Books F - Young Adult	158.09	116.33	41.76	35.9%
52100.4 · Books F - Spanish Adult	11.35	0.00	11.35	100.0%
52100.5 · Books F - Spanish Chld./Juv.	120.01	0.00	120.01	100.0%
Total 52100 · Books, Fiction	940.89	340.79	600.10	176.1%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	301.81	25.61	276.20	1,078.5%
52150.2 · Books NF - Children/Juvenile	117.85	178.82	-60.97	-34.1%
52150.4 · Books NF - Spanish	49.97	0.00	49.97	100.0%
Total 52150 · Books, Non-Fiction	469.63	204.43	265.20	129.7%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	333.19	331.40	1.79	0.5%
Total 52350 · On-Line Resources	333.19	331.40	1.79	0.5%
52400 · Periodicals				
52400.1 · Periodicals - Adult	408.04	194.97	213.07	109.3%
52400.3 · Periodicals - Subscription Svc	0.00	623.90	-623.90	-100.0%
Total 52400 · Periodicals	408.04	818.87	-410.83	-50.2%
52650 · Processing Supplies	44.95	1.44	43.51	3,021.5%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	2,196.70	1,696.93	499.77	29.5%

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

07/17/24

Accrual Basis

June 2024

	Jun 24	May 24	\$ Change	% Change
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.3 · Program Fac- Child	0.00	260.00	-260.00	-100.0%
Total 53100 · Library Program Facilitators	0.00	260.00	-260.00	-100.0%
53200 · Program Supplies				
53200.2 · Prog. Suppl. - Children	884.25	621.92	262.33	42.2%
53200.3 · Prog. Suppl. - Young Adult	134.92	189.10	-54.18	-28.7%
Total 53200 · Program Supplies	1,019.17	811.02	208.15	25.7%
Total 53000 · PROGRAMMING	1,019.17	1,071.02	-51.85	-4.8%
54000 · GRANT EXPENSES				
54110 · Contracted Services	20,292.00	17,169.00	3,123.00	18.2%
54115 · Staff Development	0.00	800.00	-800.00	-100.0%
54120 · Wages & Salaries	48,920.95	40,037.04	8,883.91	22.2%
54125 · Bonuses/Overtime	8,632.40	11,688.48	-3,056.08	-26.2%
54130 · Employer FICA	4,231.46	3,830.89	400.57	10.5%
54131 · IMRF Expense	2,437.08	1,979.77	457.31	23.1%
54132 · Medical/Dental Benefits	5,977.31	4,916.26	1,061.05	21.6%
54135 · Grant Program Supplies	3,211.32	649.25	2,562.07	394.6%
54185 · Grant Telecommunications	0.00	70.99	-70.99	-100.0%
54195 · Training Expense	0.00	98.00	-98.00	-100.0%
54196 · Liability/Property Insurance	2,839.00	0.00	2,839.00	100.0%
Total 54000 · GRANT EXPENSES	96,541.52	81,239.68	15,301.84	18.8%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	1,583.21	468.00	1,115.21	238.3%
Total 55100 · Library Board & Staff Expenses	1,583.21	468.00	1,115.21	238.3%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	432.07	501.35	-69.28	-13.8%
55400.3 · Membership Dues/Fees	0.00	85.00	-85.00	-100.0%
55400.4 · Licensing Fees	0.00	1,287.00	-1,287.00	-100.0%
55400.6 · Telecommunications/Internet	299.19	256.36	42.83	16.7%
Total 55400 · General Office/Administration	731.26	2,129.71	-1,398.45	-65.7%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	0.00	500.00	-500.00	-100.0%
55500.7 · Newsletter	38.25	38.25	0.00	0.0%
Total 55500 · Outreach & Public Relations	38.25	538.25	-500.00	-92.9%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	0.00	8.95	-8.95	-100.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	0.00	8.95	-8.95	-100.0%
Total 55000 · GENERAL ADMINISTRATION	2,352.72	3,144.91	-792.19	-25.2%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	0.00	4,000.00	-4,000.00	-100.0%
56200 · Cleaning Services	500.00	500.00	0.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	55.10	98.38	-43.28	-44.0%
56500.2 · Maintenance Svcs. - Exterior	150.00	110.00	40.00	36.4%
Total 56500 · Maintenance Services	205.10	208.38	-3.28	-1.6%
56600 · Hiring Services	200.00	35.00	165.00	471.4%
Total 56000 · PROFESSIONAL/CONTRACT SERVIC...	905.10	4,743.38	-3,838.28	-80.9%
Total Expense	112,996.98	107,060.63	5,936.35	5.5%
Net Ordinary Income	38,971.71	-553,195.73	592,167.44	107.0%

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07/17/24

Accrual Basis

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

June 2024

	Jun 24	May 24	\$ Change	% Change
Net Income	<u>38,971.71</u>	<u>-553,195.73</u>	<u>592,167.44</u>	<u>107.0%</u>

Highwood Public Library & Community Center

Check Detail

June 25 through July 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	CC	06/28/2024	Airbnb	ALA Conference Lodging	10240 · BOH Convenience Fund Chk (2208)	-770.14
Bill	RCQS33ET4P	06/14/2024		ALA Conference Lodging	55100.1 · Staff Development	770.14
TOTAL						770.14
Bill Pmt -Check	CC	06/28/2024	Aldi	Charlas Supplies	10240 · BOH Convenience Fund Chk (2208)	-35.60
Bill	06052024	06/05/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	35.60
TOTAL						35.60
Bill Pmt -Check	CC	06/28/2024	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-2,543.96
Bill	11323965405177810	06/03/2024		Books F - Young Adult	52100.3 · Books F - Young Adult	18.90
Bill	11372035325314649	06/03/2024		Books F - Young Adult	52100.3 · Books F - Young Adult	124.20
Bill	11345960814569020	06/03/2024		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	120.01
Bill	11312616463415449	06/03/2024		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	95.86
Bill	11103570554357032	06/04/2024		File Folders	55400.2 · Office/Library Supplies	16.94
Bill	11158335532561862	06/04/2024		File Folders	55400.2 · Office/Library Supplies	27.99
Bill	11404253347155445	06/10/2024	NorthShore University HealthSystem	Health Equity Program Supplies	54135 · Grant Program Supplies	34.99
Bill	11101147327864250	06/12/2024		Patron & Staff USB Charger Cables	55400.2 · Office/Library Supplies	5.98
Bill	11310188719351403	06/13/2024	IL State Library PNG	Makerspace Supplies	54135 · Grant Program Supplies	9.95
Bill	11306556833425813	06/13/2024	IL State Library PNG	Makerspace Supplies	54135 · Grant Program Supplies	644.04
Bill	11301473935476239	06/13/2024	IL State Library PNG	Makerspace Supplies	54135 · Grant Program Supplies	7.97
Bill	11319988961463415	06/13/2024		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	19.50
Bill	11357486584533046	06/13/2024		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	26.98
Bill	11300221665621046	06/14/2024	NorthShore University HealthSystem	HE Group Supplies	54135 · Grant Program Supplies	23.48
Bill	11305713417491438	06/14/2024	NorthShore University HealthSystem	HE Group Supplies	54135 · Grant Program Supplies	31.68
Bill	11350604313563435	06/14/2024		Books F - Young Adult	52100.3 · Books F - Young Adult	14.99
Bill	11323732321993069	06/26/2024	NorthShore University HealthSystem	Community Event Supplies	54135 · Grant Program Supplies	8.99
Bill	11384218003409064	06/26/2024		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	21.99
Bill	11166713496818617	06/20/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	126.42
Bill	11148502865792217	06/21/2024		Cleaning & Office Supplies	55400.2 · Office/Library Supplies	7.99
Bill	11183170659574623	06/21/2024		Youth Program Supplies	53200.2 · Prog. Suppl. - Children	9.99
Bill	11136102144725006	06/20/2024		Youth Program Supplies	53200.2 · Prog. Suppl. - Children	37.93
Bill	11189337202289840-1	06/24/2024		Childrens Program Supplies	53200.2 · Prog. Suppl. - Children	21.96
Bill	11189337202289840-2	06/24/2024		Childrens Program Supplies	53200.2 · Prog. Suppl. - Children	60.73
Bill	D0143248038825816	06/25/2024		Children's Programming - Movie	53200.2 · Prog. Suppl. - Children	1.58
Bill	11138649792096264	06/27/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	82.35
Bill	11133698568526601	06/25/2024		Childrens Department & Program Supplies	53200.2 · Prog. Suppl. - Children	69.48
Bill	11134697869365008-2	06/13/2024		Children's Department Program Supplies - Returne	53200.2 · Prog. Suppl. - Children	69.48
Bill	11186621015301819	06/13/2024		Childrens Program Supplies	53200.2 · Prog. Suppl. - Children	61.95
Bill	11143970957061865	06/18/2024		Cleaning Supplies	55400.2 · Office/Library Supplies	21.82

Highwood Public Library & Community Center

Check Detail

June 25 through July 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11185405153259441	06/19/2024		Children's Department & Program Supplies	53200.2 · Prog. Suppl. - Children	31.98
Bill	11169330840313866	06/19/2024		Children's Program Supplies - Pete the Cat Party	53200.2 · Prog. Suppl. - Children	64.37
Bill	11109927538801859	06/01/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	128.01
Bill	11127187052323440	06/02/2024		Summer Reading & Program Supplies	53200.2 · Prog. Suppl. - Children	12.00
Bill	11199483777172210	06/03/2024		Summer Reading & Outreach Supplies	53200.2 · Prog. Suppl. - Children	9.99
Bill	11131626096838627	06/03/2024		Summer Reading Program Supplies	53200.2 · Prog. Suppl. - Children	315.73
Bill	11120094686157821	06/05/2024		Office Supplies - Keyboard Cleaner	55400.2 · Office/Library Supplies	18.43
Bill	11110847275365835	06/06/2024		Staff & Patron Portable USB DVD/CD Writer	55400.2 · Office/Library Supplies	28.99
Bill	11128557995617855	06/10/2024		Acrylic Flyer Holder	55400.2 · Office/Library Supplies	39.30
Bill	11134697869365008	06/13/2024		Childrens Games & Craft Supplies	53200.2 · Prog. Suppl. - Children	45.58
Bill	11111628016435422	06/21/2024		Vinyl Room Numbers	56500.1 · Maintenance Svcs. - Interior	7.29
Bill	11101279894263458	06/25/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	16.17
TOTAL						2,543.96
Bill Pmt -Check	CC	06/28/2024	Canva	Subscription Fee for Marketing Account 06/04/2 10240 · BOH Convenience Fund Chk (2208)		-119.40
Bill	04171-73981817	06/03/2024	NorthShore University HealthSystem	Subscription Fee for Marketing Account 06/04/24-0 54135 · Grant Program Supplies		119.40
TOTAL						119.40
Bill Pmt -Check	CC	06/28/2024	Comcast	Telecom Services for 5/16-6/15/24 10240 · BOH Convenience Fund Chk (2208)		-132.95
Bill	05092024	05/09/2024		Telecom Services for 5/16-6/15/24	55400.6 · Telecommunications/Internet	132.95
TOTAL						132.95
Bill Pmt -Check	CC	06/28/2024	Costco	10240 · BOH Convenience Fund Chk (2208)		-109.19
Bill	06112024-2	06/11/2024		Costco Membership Fee 6/11/24-6/10/25	55400.6 · Telecommunications/Internet	60.00
Bill	06112024	06/11/2024		Staff Kitchen Supplies	55400.2 · Office/Library Supplies	49.19
TOTAL						109.19
Bill Pmt -Check	CC	06/28/2024	Glowforge	Makerspace Supplies 10240 · BOH Convenience Fund Chk (2208)		-1,075.57
Bill	G3500539406	06/12/2024	IL State Library PNG	Makerspace Supplies	54135 · Grant Program Supplies	1,075.57
TOTAL						1,075.57
Bill Pmt -Check	CC	06/28/2024	Google	10240 · BOH Convenience Fund Chk (2208)		-502.99
Bill	4998442588	05/31/2024	NorthShore University HealthSystem	Google Telecom for May	54185 · Grant Telecommunications	70.99
Bill	4989140046	05/31/2024		Google Workspace for May	55400.4 · Licensing Fees	432.00
TOTAL						502.99
Bill Pmt -Check	CC	06/28/2024	H Mart	10240 · BOH Convenience Fund Chk (2208)		-44.79

Highwood Public Library & Community Center

Check Detail

June 25 through July 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	06122024	06/12/2024		Youth Program Supplies	53200.3 · Prog. Suppl. - Young Adult	44.79
TOTAL						44.79
Bill Pmt -Check	CC	06/28/2024	Illinois Library Association		10240 · BOH Convenience Fund Chk (2208)	-400.00
Bill	06202024	06/20/2024		Director's University Registration - L. Ramirez	55100.1 · Staff Development	200.00
Bill	06042024	06/04/2024		Youth Services Assistant Job Posting	56600 · Hiring Services	100.00
Bill	06042024-2	06/04/2024		Teen Services Job Posting	56600 · Hiring Services	100.00
TOTAL						400.00
Bill Pmt -Check	CC	06/28/2024	Jewel		10240 · BOH Convenience Fund Chk (2208)	-162.82
Bill	06072024	06/07/2024		Ice Cream Social Event Supplies	53200.2 · Prog. Suppl. - Children	60.00
				Ice Cream Social Event Supplies	53200.3 · Prog. Suppl. - Young Adult	33.99
Bill	06132024	06/13/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	23.87
Bill	06192024	06/19/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	28.94
Bill	06262024	06/26/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	16.02
TOTAL						162.82
Bill Pmt -Check	CC	06/28/2024	Mailchimp	Monthly Subscription 06/12-07/11/24	10240 · BOH Convenience Fund Chk (2208)	-38.25
Bill	MC14261810	06/12/2024		Monthly Subscription 06/12-07/11/24	55500.7 · Newsletter	38.25
TOTAL						38.25
Bill Pmt -Check	CC	06/28/2024	Moo Print	Business Cards	10240 · BOH Convenience Fund Chk (2208)	-241.80
Bill	0918719262	06/20/2024	NorthShore University HealthSystem	Business Cards	54135 · Grant Program Supplies	241.80
TOTAL						241.80
Bill Pmt -Check	CC	06/28/2024	Sams Club		10240 · BOH Convenience Fund Chk (2208)	-74.19
Bill	06032024	06/03/2024	NorthShore University HealthSystem	Meeting Supplies	54135 · Grant Program Supplies	74.19
TOTAL						74.19
Bill Pmt -Check	CC	06/28/2024	Simple Practice	Appointment Scheduler for 6/3-7/3/24	10240 · BOH Convenience Fund Chk (2208)	-335.00
Bill	724EA5F5-0031	06/03/2024	NorthShore University HealthSystem	Appointment Scheduler for 6/3-7/3/24	54135 · Grant Program Supplies	335.00
TOTAL						335.00
Bill Pmt -Check	CC	06/28/2024	Sunset Foods		10240 · BOH Convenience Fund Chk (2208)	-9.66
Bill	06272024	06/27/2024		Teen Book Buffet Treats	53200.3 · Prog. Suppl. - Young Adult	9.66
TOTAL						9.66

Highwood Public Library & Community Center

Check Detail

June 25 through July 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	CC	06/28/2024	Target	Makerspace Supplies	10240 · BOH Convenience Fund Chk (2208)	-159.98
Bill	06122024	06/12/2024	IL State Library PNG	Makerspace Supplies	54135 · Grant Program Supplies	159.98
TOTAL						159.98
Bill Pmt -Check	CC	06/28/2024	techsoup.org		10240 · BOH Convenience Fund Chk (2208)	-65.00
Bill	06042024	06/04/2024	The Grainger Foundation Grant	Youth Services PDF Pro Subscription 6/3/24-6/2/25	54135 · Grant Program Supplies	65.00
TOTAL						65.00
Bill Pmt -Check	CC	06/28/2024	USA Today	Newspaper Subscription 07/01/24-06/30/25	10240 · BOH Convenience Fund Chk (2208)	-408.04
Bill	06172024	06/17/2024		Newspaper Subscription 07/01/24-06/30/25	52400.1 · Periodicals - Adult	408.04
TOTAL						408.04
Bill Pmt -Check	CC	06/28/2024	Vivint, Inc.		10240 · BOH Convenience Fund Chk (2208)	-58.92
Bill	192331843	06/16/2024		Smart Home Service 6/16-7/15/24	56500.1 · Maintenance Svcs. - Interior	29.46
Bill	187888531	05/16/2024		Smart Home Service 4/16-5/15/24	56500.1 · Maintenance Svcs. - Interior	29.46
TOTAL						58.92
Bill Pmt -Check	CC	06/28/2024	Walgreens		10240 · BOH Convenience Fund Chk (2208)	-22.94
Bill	06262024	06/26/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	12.79
Bill	06252024	06/25/2024	NorthShore University HealthSystem	Meeting Supplies	54135 · Grant Program Supplies	10.15
TOTAL						22.94
Bill Pmt -Check	CC	06/28/2024	Walmart	Team Meeting & Support Group Supplies	10240 · BOH Convenience Fund Chk (2208)	-34.91
Bill	06052024	06/05/2024	NorthShore University HealthSystem	Team Meeting & Support Group Supplies	54135 · Grant Program Supplies	34.91
TOTAL						34.91
Bill Pmt -Check	CC	06/28/2024	Zumba	Instructor Membership for June 2024	10240 · BOH Convenience Fund Chk (2208)	-43.94
Bill	06212024	06/21/2024	NorthShore University HealthSystem	Instructor Membership for June 2024	54135 · Grant Program Supplies	43.94
TOTAL						43.94
Bill Pmt -Check	EFT	06/30/2024	Nayax Billing Services	Monthly Service Fee for May	10130 · Nayax	-8.95
Bill	2746489	05/31/2024		Monthly Service Fee for May	55600.2 · Payment Processing Fees	8.95
TOTAL						8.95

Highwood Public Library & Community Center

Check Detail

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Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2982	07/16/2024	Antioch Public Library District	Interlibrary Loan Damaged Book Replacement F	10201.1 · BOH - Operating	-31.95
Bill	07132024	07/13/2024		Interlibrary Loan Damaged Book Replacement Fee	52100.1 · Books F - Adult	31.95
TOTAL						31.95
Bill Pmt -Check	2983	07/16/2024	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-706.57
Bill	2038338765	06/12/2024		Books F - Adult	52100.1 · Books F - Adult	298.49
Bill	2038338766	06/12/2024		Processing Supplies	52650 · Processing Supplies	24.44
Bill	2038338766	06/12/2024		Spanish Adult Fiction for June	52100.4 · Books F - Spanish Adult	11.35
Bill	2038338767	06/12/2024		Spanish Adult Fiction for June	52650 · Processing Supplies	0.42
Bill	2038338767	06/12/2024		Books NF - Spanish	52150.4 · Books NF - Spanish	49.97
Bill	2038348354	06/18/2024		Processing Supplies	52650 · Processing Supplies	0.83
Bill	2038348354	06/18/2024		Books NF - Adult	52150.1 · Books NF - Adult	301.81
Bill	2038348354	06/18/2024		Processing Supplies	52650 · Processing Supplies	19.26
TOTAL						706.57
Bill Pmt -Check	2984	07/16/2024	Brito, Carolina	July Counseling Services	10201.1 · BOH - Operating	-1,710.00
Bill	07062024	07/06/2024	NorthShore University HealthSystem	July Counseling Services	54110 · Contracted Services	1,710.00
TOTAL						1,710.00
Bill Pmt -Check	2985	07/16/2024	Brotsos, Alex		10201.1 · BOH - Operating	-115.12
Bill	06282024	06/28/2024		ALA Conference Transportation Reimbursement	55100.1 · Staff Development	29.69
Bill	06282024-2	06/28/2024		ALA Conference Transportation Reimbursement	55100.1 · Staff Development	14.41
Bill	06282024-3	06/28/2024		ALA Conference Meal Reimbursement	55100.1 · Staff Development	23.22
Bill	06282024-4	06/28/2024		ALA Conference Meal Reimbursement	55100.1 · Staff Development	34.87
Bill	06292024	06/29/2024		ALA Conference Meal Reimbursement	55100.1 · Staff Development	12.93
TOTAL						115.12
Bill Pmt -Check	2986	07/16/2024	Carolina Ibarra Carrubias	Health Equity Training Supplies Reimbursemen	10201.1 · BOH - Operating	-35.16
Bill	07062024	07/06/2024	NorthShore University HealthSystem	Health Equity Training Supplies Reimbursement	54135 · Grant Program Supplies	35.16
TOTAL						35.16
Bill Pmt -Check	2987	07/16/2024	City of Highwood.	IMRF Payment for June 2024	10201.1 · BOH - Operating	-5,394.97
Bill	June 2024 IMRF	07/01/2024		IMRF Payment for June 2024	22100 · IMRF W/H Payable	5,394.97
TOTAL						5,394.97
Bill Pmt -Check	2988	07/16/2024	Comcast	Telecom Services for 6/16-7/15/24	10201.1 · BOH - Operating	-132.95

Highwood Public Library & Community Center

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Type	Num	Date	Name	Memo	Account	Original Amount
Bill	06092024	06/09/2024		Telecom Services for 6/16-7/15/24	55400.6 · Telecommunications/Internet	132.95
TOTAL						132.95
Bill Pmt -Check	2989	07/16/2024	Consuelo, Inc.	Therapy Services for July	10201.1 · BOH - Operating	-1,500.00
Bill	1033	07/09/2024	NorthShore University HealthSystem	Therapy Services for July	54110 · Contracted Services	1,500.00
TOTAL						1,500.00
Bill Pmt -Check	2990	07/16/2024	DeKalb Public Library	Interlibrary Loan Damaged Book Replacement F	10201.1 · BOH - Operating	-24.95
Bill	07152024	07/15/2024		Interlibrary Loan Damaged Book Replacement Fee	52100.1 · Books F - Adult	24.95
TOTAL						24.95
Bill Pmt -Check	2991	07/16/2024	Highwood Rec Center	Zumba Basement Fee - June	10201.1 · BOH - Operating	-140.00
Bill	40554	06/27/2024	NorthShore University HealthSystem	Zumba Basement Fee - June	54135 · Grant Program Supplies	140.00
TOTAL						140.00
Bill Pmt -Check	2992	07/16/2024	Hollis, Anthony		10201.1 · BOH - Operating	-140.00
Bill	06012024-Bal	06/01/2024		June Lawncare - Additional Amount Owed	56500.2 · Maintenance Svcs. - Exterior	40.00
Bill	07012024	07/01/2024		July Lawncare	56500.2 · Maintenance Svcs. - Exterior	100.00
TOTAL						140.00
Bill Pmt -Check	2993	07/16/2024	Hoopla	June Usage	10201.1 · BOH - Operating	-333.19
Bill	505702865	06/30/2024		June Usage	52350.3 · On-Line - Hoopla	333.19
TOTAL						333.19
Bill Pmt -Check	2994	07/16/2024	Lara, Maria	July 2024 Professional Cleaning Services	10201.1 · BOH - Operating	-1,539.00
Bill	07072024	07/07/2024		July 2024 Professional Cleaning Services	56200 · Cleaning Services	500.00
			NorthShore University HealthSystem	July 2024 Professional Cleaning Services	54110 · Contracted Services	1,039.00
TOTAL						1,539.00
Bill Pmt -Check	2995	07/16/2024	Lauterbach & Amen, LLP	HIGHWOODPL	10201.1 · BOH - Operating	-8,000.00
Bill	89915	05/01/2024		Accounting Services for March	56100 · Accounting Services	2,600.00
Bill	91447	05/31/2024		Accounting Services for March	56100 · Accounting Services	1,400.00
			Gorter Family Foundation	Accounting Services for March	54115 · Staff Development	800.00
Bill	92468	06/25/2024	Gorter Family Foundation	Accounting Services for May	54110 · Contracted Services	3,200.00
TOTAL						8,000.00

Highwood Public Library & Community Center

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Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2996	07/16/2024	Limon, Ixtel Andrea	Operations & Marketing Support for July	10201.1 · BOH - Operating	-400.00
Bill	0709	07/09/2024	NorthShore University HealthSystem	Operations & Marketing Support for July	54110 · Contracted Services	400.00
TOTAL						400.00
Bill Pmt -Check	2997	07/16/2024	Lomeli, Itzayana Rocio Gonzalez	July Community Health Education & Engagemen	10201.1 · BOH - Operating	-1,560.00
Bill	07092024	07/09/2024	NorthShore University HealthSystem	July Community Health Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	2998	07/16/2024	McHenry Public Library District	Interlibrary Loan Damaged Books (3) Replacem	10201.1 · BOH - Operating	-14.75
Bill	07152024	07/15/2024		Interlibrary Loan Damaged Books (3) Replacement	52100.1 · Books F - Adult	14.75
TOTAL						14.75
Bill Pmt -Check	2999	07/16/2024	NEWS-SUN	Subscription Renewal through 10/06/2024 - Acc	10201.1 · BOH - Operating	-109.44
Bill	07072024	07/07/2024		Subscription Renewal through 10/06/2024 - Accour	52400.1 · Periodicals - Adult	109.44
TOTAL						109.44
Bill Pmt -Check	3000	07/16/2024	Quill	Acct. #C359709	10201.1 · BOH - Operating	-143.52
Bill	39110361	06/13/2024		Cleaning & Office Supplies	55400.2 · Office/Library Supplies	143.52
TOTAL						143.52
Bill Pmt -Check	3001	07/16/2024	RAILS		10201.1 · BOH - Operating	-650.00
Bill	12417	07/01/2024		HR Source Membership Fee - 07/01/24-06/30/25	55400.3 · Membership Dues/Fees	400.00
Bill	12491	07/09/2024		Find More Illinois Membership Fee 07/01/24-06/30/	55400.3 · Membership Dues/Fees	250.00
TOTAL						650.00
Bill Pmt -Check	3002	07/16/2024	Ramirez, Laura	Paint Supplies Reimbursement	10201.1 · BOH - Operating	-18.35
Bill	06242024	06/24/2024		Paint Supplies Reimbursement	56500.1 · Maintenance Svcs. - Interior	18.35
TOTAL						18.35
Bill Pmt -Check	3003	07/16/2024	Simon Pina, Beatriz	July Community Health Education & Engagemen	10201.1 · BOH - Operating	-1,560.00
Bill	07092024	07/09/2024	NorthShore University HealthSystem	July Community Health Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	3004	07/16/2024	Spanish Adult Literacy Consultant	English & Spanish Literacy & GED Education fo	10201.1 · BOH - Operating	-5,075.00

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Check Detail

June 25 through July 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	07102024	07/10/2024	Anonymous W	English & Spanish Literacy & GED Education for Ju	54110 · Contracted Services	4,375.23
			The Grainger Foundation Grant	English & Spanish Literacy & GED Education for Ju	54110 · Contracted Services	699.77
TOTAL						5,075.00
Bill Pmt -Check	3005	07/16/2024	The I.T. Connection Inc.		10201.1 · BOH - Operating	-106.24
Bill	10716	06/30/2024		Internet Service for July	55400.6 · Telecommunications/Internet	80.00
Bill	10754	06/30/2024		Telephone Service for May	55400.6 · Telecommunications/Internet	26.24
TOTAL						106.24
Bill Pmt -Check	3006	07/16/2024	Vazquez, Fabiola Hernandez	July Community Health Education & Engagemen	10201.1 · BOH - Operating	-1,200.00
Bill	07092024	07/09/2024	NorthShore University HealthSystem	July Community Health Education & Engagement	54110 · Contracted Services	1,200.00
TOTAL						1,200.00
Bill Pmt -Check	3007	07/16/2024	Vergara Castrejon, Oralia	July Community Health Education & Engagemen	10201.1 · BOH - Operating	-1,560.00
Bill	07102024	07/10/2024	NorthShore University HealthSystem	July Community Health Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	3008	07/16/2024	Wence, Diana		10201.1 · BOH - Operating	-195.34
Bill	06122024	06/12/2024		Staff Kitchen Supplies Reimbursement	55400.2 · Office/Library Supplies	13.98
Bill	06252024	06/25/2024		Summer Camp Supplies Reimbursement	53200.2 · Prog. Suppl. - Children	66.87
Bill	06262024	06/26/2024		Vacuum Maintenance & Carpet Cleaner Supplies R	55400.2 · Office/Library Supplies	57.94
Bill	06292024	06/29/2024		Sip & Paint Program Supplies Reimbursement	53200.2 · Prog. Suppl. - Children	56.55
TOTAL						195.34