



AGENDA - REGULAR MONTHLY MEETING
HIGHWOOD LIBRARY & COMMUNITY CENTER BOARD OF TRUSTEES
Location: Highwood Public Library
Monday, October 28, 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 September 30, 2024 regular meeting minutes
 - b. Motion to approve minutes from October 14, 2024 special meeting minutes
 6. Communication
 7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the September 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 2025 Closure Calendar
 - b. Motion to approve the 2025 Library Closure Calendar
 - c. Discussion of Policies: Resource Sharing; Material Loan Periods and Fees; Material Selection
 - d. Motion to approve the presented policies
 - e. Discussion of Library Closure for 1-day all-staff training in Dec. rather than Nov.
 - f. Motion to approve closing library to public for one day all-staff training
 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

**Highwood Library & Community Center
Board of Trustees Regular Meeting – September 30, 2024**

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

Ms. Hospodarsky called the meeting to order at 7:01 pm.

Public Comments: None

President's Report: None

Secretary's Report

Ms. Hospodarsky moved to approve the regular meeting minutes of August 26, 2024 as amended, Ms. Pastroff seconded, and the motion carried unanimously.

Communication – the Director summarized miscellaneous communications. The President reported on an offer of unclaimed bicycles for those in need.

Treasurer's Report

Ms. Loreda presented the August financials and September invoices. No questions were received in advance.

- There was discussion on an auditing firm bill.
- Mr. Knutson configured the tower system to accept payments for fax and printing. Fax fees have been updated on website and signage.

Ms. Hospodarsky moved to approve the September 2024 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously.

Director's Report

Ms. Ramirez added some items to her written report:

- Suggestion box comments were discussed: 3 Spanish requests to resume adult crafting programs; request for Adobe software; and general feedback.
- WB Olsen conducted final walkthrough: some items to be addressed include spalled concrete, exterior staining, Children's room wallpaper, and Community Room repainting.
- B&G committed has obtained a quotation for ongoing HVAC maintenance. New units needed several repairs recently found to be excluded from warranty. There was discussion on adding the 4th older HVAC unit to the service for 3 new units.
- It was discovered that building has not been getting consistent electricity since a big storm. ComEd is metering and will fix.
- As final audit is still incomplete, there was discussion on next steps. President will arrange a conference call with the 2 accounting firms including Ms. Pastroff, and Finance Manager will copy City Manager on accountant emails for awareness.
- Bob Morgan is assisting with potential DCEO grant for permanent capital improvements. This could cover B&G wish list items - sound improvements to Community Room, heated gutters, etc.

Draft, not yet approved

- Library was awarded a Digital Navigation grant from Lake County. This supports 2 staff members and under a Learn to Earn program, 10 laptops have been purchased for students.
- Boundless electronic materials will be more available to residents with a limit on reciprocal borrowing.
- New kiosk has been dropped off for Workforce Development.
- New website is working well and offers more flexibility for Technology Consultant.
- Director noted volunteer need for early voting site, with signups on shared drive. Sunday morning is highest need. Director will update Board after League of Women Voters sign up.

Committee Reports

Building and Grounds: Committee met for many items, and will meet regularly in near term. They arranged HVAC contract, and are working on a 20 year capital improvement plan and a cleaning schedule. Exterior watering will be incorporated into opening procedures – new mums will be purchased for front planters. Mr. Muelver will research an option for exterior grounds maintenance. Hand dryer in bathroom is now fixed.

Policy: Ms. Regalado attended the HPPL screening and Q&A of The ABCs of Book Banning program and recommends the Board view the short documentary.

Technology: has not met yet. Committee will include research on integrating email with new website providers to save on Google workspace high monthly costs. Will also research Adobe Suite licensing for public and current software details. Staff have 2 seats and 3rd seat is in MakerSpace, limited to children/teen use.

Finance: Committee met, and is moving to Quickbooks online. Sustainability funds were transferred to IMET. Committee will start FY26 budget work and Board will have a special meeting to approve FY26 proposed budget once President polls availability.

New Business

Ms. Ramirez requested library closure for 1 day all-staff training for a Friday in November.

Ms. Hospodarsky moved to approve closing the library to the public for 1 day all-staff training on a date selected by the Director, Mr. Muelver seconded, and the motion carried unanimously.

There was discussion of an internal mural opportunity in the Teen department behind the computer workstations. The muralist, who did the exterior mural for the Library, would talk to teens and make coloring books and stickers for younger kids.

Ms. Hospodarsky moved to approve contracting Zimad to create an interior mural and opportunity in the Teen department with grant funding up to \$5000 based on the mockup presented. Ms. Loredó seconded and the motion carried unanimously.

The HVAC maintenance contract had earlier been discussed for 1 year with coil cleaning. Future years would be budgeted.

Draft, not yet approved

Ms. Hospodarsky moved to approve obtaining a maintenance contract for up to \$4500 for all 4 HVAC units, Ms. Regalado seconded, and the motion carried unanimously.

Members of the board shared anecdotes about Library programming success stories about town. A Spanish language circle will start in October. Chamber of Commerce could advertise.

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

Meeting adjourned at 8:41 pm.

**Director's Report
October 28, 2024
Library Updates**

Admin/Accounting
Current Month
Records Retention
Building & Grounds
Website & Technology
Accessibility
Communications

- Continued collaboration with Lauterbach & Amen resolve remaining audit requests. (Lucy, Nancy, Rebecca)
- No updates
- ComEd continues to test the flow of electricity coming into the building.
- No updates
- No updates
- Vendors and authors have communicated with the Library seeking to sell their services/products.
- An application was submitted to the iREAD Summer Reading grant for ILA Small and Rural Libraries but was not awarded.
- The final report for the Chicago Community Trust Nuestro Futuro grant has been successfully submitted.
- A one-time grant of \$4,000 was received from Christ Church Lake Forest to help fund counseling services.
- The Friends received a \$45,000 grant from the BCBSIL Blue Impact Fund in support of the library's Health Equity programs.
- The Friends received a \$25,000 increase in unrestricted funds to the current grant from an Anonymous Foundation. Additionally, the award period has been extended by six months, now running through June 30, 2025.

Grant Update

New Initiatives

- Since Nuestro Center is no longer offering after school homework help, the library has expanded our drop-in homework help to Tuesdays, Wednesdays and Thursdays from 4 pm to 7 pm. Volunteers from the HPHS Key Club and from the local community work provide academic support. The library is investigating partnering with a community organization to provide homework help on Monday afternoons.
- Early Voting began at the library on Oct. 21, 2024, providing a critical resource to the community. Hundreds of individuals have had the opportunity to view the renovated space, with some expressing interest in volunteering.

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

Highlight: Baby & Toddler Bilingual Storytime

- Attendance for Baby & Toddler Storytime saw a significant increase in September, particularly during the session with Mr. Mark on September 12th. This program, designed for children ages 0-6 and their parents or guardians, aims to support families by reinforcing the role of parents as their child's first teacher while fostering an enjoyable and interactive reading experience. Mr. Mark's engaging approach to sing-alongs and play resonated strongly with attendees, providing valuable insights for enhancing future sessions. Diana and Jenny implemented adjustments based on his approach, which helped sustain positive momentum throughout the month. Parents and guardians appreciated the increased interactivity and shared how much they enjoyed building connections with other families. Due to the success of this session, Mr. Mark expressed interest in returning for future programs this winter. – 14 adults, 18 kids participated



Success Story: Folkloric Dance Class: A Community Celebration

In celebration of Hispanic Heritage Month, the Children's Department hosted a vibrant Folkloric Dance Class. Families had the opportunity to learn a traditional dance from a skilled instructor and their students, with several familiar faces among the group demonstrating the steps. This event not only brought our community together to celebrate Hispanic heritage but also provided an engaging way to connect with children and families. Many smiles filled the room, as patrons of all ages wore a traditional skirt and participated in this cultural experience together. We look forward to continuing to create these enriching experiences for our community. – 16 adults, 20 kids participated

**Patron Services—Teen Department (Program Updates Lauren)**

Highlight: Cooking Club Ice Cream Making
For our Cooking Club, 19 teens gathered in the Makerspace to explore the science behind making ice cream. Using simple ingredients like milk, sugar, and vanilla, they learned how the freezing process works, transforming their baggies of ingredients into a delicious treat. The teens were fully engaged and excited, making the session both educational and fun.

**Success Story: Connecting with Our Teens**

In celebration of Library Card Sign-Up Month, Lauren dedicated her time to visiting Highland Park High School and Northwood Middle School weekly to engage with tweens and teens about our library programs. Throughout this initiative, Lauren successfully connected with 1,176 students—682 from HPHS and 494 from Northwood! The enthusiasm among students for the Highwood Library & Community Center table was evident, as they enjoyed chatting and earning fun prizes. These interactions have resulted in a noticeable increase in foot traffic at the library, with more Northwood students stopping by to say hello, enjoy snacks, and socialize after school.

Notably, on September 23rd, Lauren hosted a Makerspace program where 75% of the attendees were HPHS seniors who had never participated in our programs before. Looking ahead, Lauren will continue to foster these connections by visiting the schools once a month for the remainder of the semester!



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

Highlight: Spanish Conversation Circle

We started a Spanish Conversation Circle for the first time this month. The library offered Spanish classes earlier in the year, but this new group gives people interested in practicing spoken Spanish an informal and friendly setting. The group grows in size each week, and is providing a good language and cultural exchange for the community.

Success Story: Patron Support Success: Connecting to Local Resources

Recently, a patron visited the library in search of an article published over 50 years ago in a Michigan area newspaper. While the patron could only provide the subject of the article, the librarian in Adult Services diligently searched various databases to find any relevant matches. Despite extensive efforts, no articles fitting the description were located. Recognizing the challenges of locating such an old article, the librarian proactively provided the patron with contact information for the Detroit Public Library, which may have access to local Michigan newspaper archives, including the Detroit Free Press. Additionally, the librarian researched and shared the details of a public library in the small Michigan town where the article's story took place. Although the specific article was not found within our resources, the patron left feeling empowered and equipped with valuable contacts for further assistance. This experience highlights our commitment to supporting patrons by connecting them with the appropriate resources, even beyond our own library.

**Health Equity –
(Programming
conducted in Spanish.)**

Success Story: Marisela's Journey to Empowerment

Marisela*, a 32-year-old single mother of three, was referred to our services by a friend in late April 2024. During her initial meeting with the Case Manager, Marisela shared her diagnosis of cancer, which she received in January 2024. Due to her treatment, she was unable to work, leading to feelings of powerlessness and frustration as she struggled to provide for her children. While Marisela had Medicaid, alleviating some concerns about medical expenses, she still faced challenges in managing her household finances. Recognizing her situation, the Case Manager referred her to Moraine Township for rent assistance. Additionally, Marisela was connected with food gift cards and toiletries, which helped her regain a sense of pride and stability. These resources enabled her to provide food and essential supplies for her family, improving their quality of life during a difficult time. In early October, Marisela returned to the library to share her uplifting news: she had undergone successful surgery in September and was now cancer-free! Although she continues with treatment until December, she is optimistic about returning to work soon. Marisela expressed profound gratitude for the support she received and hopes that our programs continue to assist families like hers in need.

*Name has been changed to protect identity.

**Board Meeting Open
Items**

**The Friends of the
Highwood Public
Library**

- Adult craft programming began in October, with additional programming starting in November.
- The cost to add Adobe Suite to adult computers is over \$400/computer.
- Friends Board continues to work on donor stewardship. Friends have volunteered to help host Early Voting and the Library Book sale on October 26th.

12:37 PM

10/23/24

Accrual Basis

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

	Sep 30, 24	Aug 31, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	77.23	77.23	0.00	0.0%
10110 · Gift Cards on Hand				
10110.1 · Gift Cards-General	624.44	624.44	0.00	0.0%
10110.2 · Gift Cards-GEN Meal Assistance	200.00	550.00	-350.00	-63.6%
Total 10110 · Gift Cards on Hand	824.44	1,174.44	-350.00	-29.8%
10130 · Nayax	9.36	9.08	0.28	3.1%
10201 · BOH General Fund Chk. (3563)	409,581.71	366,837.57	42,744.14	11.7%
10203 · BOH General Fund Money Market	28.74	419,718.38	-419,689.64	-100.0%
10206 · BOH Payroll Acct. Chk. (0133)	4,362.67	4,000.02	362.65	9.1%
10216 · IMET Capital Impr. Fund (8102)	4,050.42	4,034.10	16.32	0.4%
10221 · IMET Reserve Fund (8101)	397,501.24	397,411.71	89.53	0.0%
10240 · BOH Convenience Fund Chk (2208)	1,494.80	1,941.33	-446.53	-23.0%
Total 10000 · CASH & INVESTMENT ACCOUNTS	817,930.61	1,195,203.86	-377,273.25	-31.6%
Total Checking/Savings	817,930.61	1,195,203.86	-377,273.25	-31.6%
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	1,141,101.93	1,518,375.18	-377,273.25	-24.9%
TOTAL ASSETS	1,141,101.93	1,518,375.18	-377,273.25	-24.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	-314.42	384,345.03	-384,659.45	-100.1%
Total Accounts Payable	-314.42	384,345.03	-384,659.45	-100.1%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	4,564.25	4,564.25	0.00	0.0%
22101 · Insurance Payable	7,423.28	7,625.27	-201.99	-2.7%
Total 22000 · Payroll Liabilities	11,987.53	12,189.52	-201.99	-1.7%
24000 · Deferred Property Taxes	321,750.00	321,750.00	0.00	0.0%
Total Other Current Liabilities	333,737.53	333,939.52	-201.99	-0.1%
Total Current Liabilities	333,423.11	718,284.55	-384,861.44	-53.6%
Total Liabilities	333,423.11	718,284.55	-384,861.44	-53.6%
Equity				
32000 · Unrestricted Net Assets	1,289,478.98	1,289,478.98	0.00	0.0%
Net Income	-481,800.16	-489,388.35	7,588.19	1.6%
Total Equity	807,678.82	800,090.63	7,588.19	1.0%
TOTAL LIABILITIES & EQUITY	1,141,101.93	1,518,375.18	-377,273.25	-24.9%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through September 2024

	May - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	298,325.09	321,750.00	-23,424.91	92.7%
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	792,871.70	1,306,137.78	-513,266.08	60.7%
41330 · Temp. Restricted Grant- Bldg	-1,034,118.65	0.00	-1,034,118.65	100.0%
Total 41300 · Grants	-233,712.06	1,313,537.78	-1,547,249.84	-17.8%
41400 · Interest & Dividends	719.03	510.00	209.03	141.0%
Total 41000 · GENERAL REVENUES	65,332.06	1,640,797.78	-1,575,465.72	4.0%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	98.10	0.00	98.10	100.0%
42300 · Book Sales	209.00	0.00	209.00	100.0%
42600 · Photocopier	1,052.81	1,800.00	-747.19	58.5%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	555.85	800.00	-244.15	69.5%
42900.2 · Friends of the Library	3,000.00	5,937.00	-2,937.00	50.5%
Total 42900 · Gifts & Donations	3,555.85	6,737.00	-3,181.15	52.8%
Total 42000 · OPERATING REVENUES	4,915.76	8,537.00	-3,621.24	57.6%
49999 · Miscellaneous Income	39.73	0.00	39.73	100.0%
Total Income	70,287.55	1,649,334.78	-1,579,047.23	4.3%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	57,144.12	184,541.68	-127,397.56	31.0%
51115 · IMRF Expense	2,099.06	7,732.32	-5,633.26	27.1%
51120 · Medical/Health Insurance	7,034.74	26,366.27	-19,331.53	26.7%
51130 · Life Insurance	51.21	288.29	-237.08	17.8%
51140 · Employer FICA	4,311.55	14,117.44	-9,805.89	30.5%
51999 · Payroll Processing Fees	1,106.15	2,542.40	-1,436.25	43.5%
Total 51000 · PERSONNEL & BENEFITS	71,746.83	235,588.40	-163,841.57	30.5%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	845.74	4,000.00	-3,154.26	21.1%
52100.2 · Books F - Children/Juvenile	1,057.56	2,500.00	-1,442.44	42.3%
52100.3 · Books F - Young Adult	705.41	1,500.00	-794.59	47.0%
52100.4 · Books F - Spanish Adult	64.23	750.00	-685.77	8.6%
52100.5 · Books F - Spanish Chld./Juv.	169.09	1,850.00	-1,680.91	9.1%
Total 52100 · Books, Fiction	2,842.03	10,600.00	-7,757.97	26.8%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	807.82	2,200.00	-1,392.18	36.7%
52150.2 · Books NF - Children/Juvenile	496.33	2,700.00	-2,203.67	18.4%
52150.4 · Books NF - Spanish	163.91	1,000.00	-836.09	16.4%
Total 52150 · Books, Non-Fiction	1,468.06	5,900.00	-4,431.94	24.9%
52200 · A/V Materials				
52200.1 · A/V - Adult	616.26	2,000.00	-1,383.74	30.8%
52200.2 · A/V - Children/Juvenile	0.00	1,100.00	-1,100.00	0.0%
52200.6 · A/V Games	496.39	1,000.00	-503.61	49.6%
Total 52200 · A/V Materials	1,112.65	4,100.00	-2,987.35	27.1%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	1,635.98	3,900.00	-2,264.02	41.9%
52350.4 · On-Line - eRead	850.00	650.00	200.00	130.8%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through September 2024

	May - Sep 24	Budget	\$ Over Budget	% of Budget
52350.5 · On-Line - Libby	0.00	1,276.00	-1,276.00	0.0%
Total 52350 · On-Line Resources	2,485.98	5,826.00	-3,340.02	42.7%
52400 · Periodicals				
52400.1 · Periodicals - Adult	2,651.08	3,600.00	-948.92	73.6%
52400.3 · Periodicals - Subscription Svc	623.90	900.00	-276.10	69.3%
Total 52400 · Periodicals	3,274.98	4,500.00	-1,225.02	72.8%
52650 · Processing Supplies	465.80	800.00	-334.20	58.2%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	11,649.50	31,726.00	-20,076.50	36.7%
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	660.00	2,000.00	-1,340.00	33.0%
Total 53100 · Library Program Facilitators	660.00	3,100.00	-2,440.00	21.3%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	0.00	1,000.00	-1,000.00	0.0%
53200.2 · Prog. Suppl. - Children	2,228.33	2,600.00	-371.67	85.7%
53200.3 · Prog. Suppl. - Young Adult	666.21	1,000.00	-333.79	66.6%
Total 53200 · Program Supplies	2,894.54	4,600.00	-1,705.46	62.9%
Total 53000 · PROGRAMMING	3,554.54	7,700.00	-4,145.46	46.2%
54000 · GRANT EXPENSES				
54110 · Contracted Services	103,984.35	346,536.00	-242,551.65	30.0%
54115 · Staff Development	209.23	20,335.00	-20,125.77	1.0%
54120 · Wages & Salaries	225,837.42	646,975.53	-421,138.11	34.9%
54125 · Bonuses/Overtime	20,320.88	42,471.38	-22,150.50	47.8%
54130 · Employer FICA	18,084.52	49,461.92	-31,377.40	36.6%
54131 · IMRF Expense	9,913.95	28,240.09	-18,326.14	35.1%
54132 · Medical/Dental Benefits	27,164.79	85,356.74	-58,191.95	31.8%
54135 · Grant Program Supplies	17,573.79	58,150.00	-40,576.21	30.2%
54155 · Travel Reimbursement	0.00	300.00	-300.00	0.0%
54185 · Grant Telecommunications	269.26	1,674.00	-1,404.74	16.1%
54196 · Liability/Property Insurance	2,839.00	6,000.00	-3,161.00	47.3%
54198 · Misc. Staffing Costs	10,674.00	17,000.00	-6,326.00	62.8%
54199 · Indirect Costs to Operations	0.00	3,636.00	-3,636.00	0.0%
Total 54000 · GRANT EXPENSES	436,871.19	1,306,136.66	-869,265.47	33.4%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	2,528.72	3,800.00	-1,271.28	66.5%
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	2,528.72	4,600.00	-2,071.28	55.0%
55200 · Technology				
55200.1 · Circulation System (ILS)	1,210.00	1,200.00	10.00	100.8%
55200.2 · Baker/Taylor TS3 Search System	0.00	1,800.00	-1,800.00	0.0%
55200.3 · Website	605.00	725.00	-120.00	83.4%
55200.5 · Hardware Purchases	291.09	1,000.00	-708.91	29.1%
55200.6 · Software	0.00	500.00	-500.00	0.0%
Total 55200 · Technology	2,106.09	5,225.00	-3,118.91	40.3%
55300 · Furniture & Equipment				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%
55300.3 · Equipment Purchases	39.96	250.00	-210.04	16.0%
Total 55300 · Furniture & Equipment	39.96	550.00	-510.04	7.3%
55400 · General Office/Administration				

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through September 2024

	May - Sep 24	Budget	\$ Over Budget	% of Budget
55400.2 · Office/Library Supplies	3,146.78	6,263.15	-3,116.37	50.2%
55400.3 · Membership Dues/Fees	1,210.26	1,785.00	-574.74	67.8%
55400.4 · Licensing Fees	3,226.72	3,560.00	-333.28	90.6%
55400.5 · Postage & Shipping Fees	131.99	300.00	-168.01	44.0%
55400.6 · Telecommunications/Internet	1,935.40	3,696.00	-1,760.60	52.4%
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	9,651.15	30,350.15	-20,699.00	31.8%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	500.00	500.00	0.00	100.0%
55500.7 · Newsletter	191.25	419.16	-227.91	45.6%
Total 55500 · Outreach & Public Relations	691.25	919.16	-227.91	75.2%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.1 · Wire Transfers	0.00	22.00	-22.00	0.0%
55600.2 · Payment Processing Fees	49.65	0.00	49.65	100.0%
55600.3 · Other Bank Fees	0.00	20.00	-20.00	0.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	49.65	42.00	7.65	118.2%
Total 55000 · GENERAL ADMINISTRATION	15,066.82	41,686.31	-26,619.49	36.1%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	2,650.00	2,650.00	0.00	100.0%
56150 · Audit Services	4,000.00	4,000.00	0.00	100.0%
56200 · Cleaning Services	2,500.00	6,000.00	-3,500.00	41.7%
56300 · IT/Computer Services	0.00	6,000.00	-6,000.00	0.0%
56400 · Legal Services	1,531.90	500.00	1,031.90	306.4%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	1,327.73	4,732.00	-3,404.27	28.1%
56500.2 · Maintenance Svcs. - Exterior	510.00	1,800.00	-1,290.00	28.3%
Total 56500 · Maintenance Services	1,837.73	6,532.00	-4,694.27	28.1%
56600 · Hiring Services	679.20	815.00	-135.80	83.3%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	13,198.83	26,497.00	-13,298.17	49.8%
Total Expense	552,087.71	1,649,334.37	-1,097,246.66	33.5%
Net Ordinary Income	-481,800.16	0.41	-481,800.57	-117,512,234.1%
Net Income	-481,800.16	0.41	-481,800.57	-117,512,234.1%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

September 2024

	Sep 24	Aug 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	122,887.10	9,323.92	113,563.18	1,218.0%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	4,000.00	14,656.16	-10,656.16	-72.7%
Total 41300 · Grants	4,000.00	14,656.16	-10,656.16	-72.7%
41400 · Interest & Dividends	134.59	147.46	-12.87	-8.7%
Total 41000 · GENERAL REVENUES	127,021.69	24,127.54	102,894.15	426.5%
42000 · OPERATING REVENUES				
42300 · Book Sales	0.00	29.00	-29.00	-100.0%
42600 · Photocopier	330.43	79.30	251.13	316.7%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	25.13	-6.20	-24.7%
42900.2 · Friends of the Library	1,000.00	0.00	1,000.00	100.0%
Total 42900 · Gifts & Donations	1,018.93	25.13	993.80	3,954.6%
Total 42000 · OPERATING REVENUES	1,349.36	133.43	1,215.93	911.3%
49999 · Miscellaneous Income	0.00	0.50	-0.50	-100.0%
Total Income	128,371.05	24,261.47	104,109.58	429.1%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	12,176.33	12,827.86	-651.53	-5.1%
51115 · IMRF Expense	441.14	493.06	-51.92	-10.5%
51120 · Medical/Health Insurance	1,128.87	1,654.48	-525.61	-31.8%
51125 · Dental Insurance	0.00	0.00	0.00	0.0%
51130 · Life Insurance	4.20	5.33	-1.13	-21.2%
51135 · Vision Insurance	0.00	0.00	0.00	0.0%
51140 · Employer FICA	904.72	941.10	-36.38	-3.9%
51999 · Payroll Processing Fees	229.35	310.40	-81.05	-26.1%
Total 51000 · PERSONNEL & BENEFITS	14,884.61	16,232.23	-1,347.62	-8.3%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	53.65	98.92	-45.27	-45.8%
52100.2 · Books F - Children/Juvenile	466.68	45.56	421.12	924.3%
52100.3 · Books F - Young Adult	183.37	112.37	71.00	63.2%
52100.4 · Books F - Spanish Adult	25.04	27.84	-2.80	-10.1%
52100.5 · Books F - Spanish Chld./Juv.	27.13	21.95	5.18	23.6%
Total 52100 · Books, Fiction	755.87	306.64	449.23	146.5%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	130.88	196.29	-65.41	-33.3%
52150.2 · Books NF - Children/Juvenile	0.00	113.31	-113.31	-100.0%
52150.4 · Books NF - Spanish	61.45	52.49	8.96	17.1%
Total 52150 · Books, Non-Fiction	192.33	362.09	-169.76	-46.9%
52200 · A/V Materials				
52200.1 · A/V - Adult	19.83	131.44	-111.61	-84.9%
52200.6 · A/V Games	0.00	496.39	-496.39	-100.0%
Total 52200 · A/V Materials	19.83	627.83	-608.00	-96.8%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	280.17	330.07	-49.90	-15.1%
Total 52350 · On-Line Resources	280.17	330.07	-49.90	-15.1%
52400 · Periodicals				
52400.1 · Periodicals - Adult	0.00	1,019.15	-1,019.15	-100.0%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

September 2024

	Sep 24	Aug 24	\$ Change	% Change
Total 52400 · Periodicals	0.00	1,019.15	-1,019.15	-100.0%
52650 · Processing Supplies	87.56	141.87	-54.31	-38.3%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	1,335.76	2,787.65	-1,451.89	-52.1%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.3 · Program Fac- Child	0.00	200.00	-200.00	-100.0%
Total 53100 · Library Program Facilitators	0.00	200.00	-200.00	-100.0%
53200 · Program Supplies				
53200.2 · Prog. Suppl. - Children	263.43	137.90	125.53	91.0%
53200.3 · Prog. Suppl. - Young Adult	28.04	108.42	-80.38	-74.1%
Total 53200 · Program Supplies	291.47	246.32	45.15	18.3%
Total 53000 · PROGRAMMING	291.47	446.32	-154.85	-34.7%
54000 · GRANT EXPENSES				
54110 · Contracted Services	27,727.35	16,842.00	10,885.35	64.6%
54115 · Staff Development	0.00	71.10	-71.10	-100.0%
54120 · Wages & Salaries	48,435.58	44,469.43	3,966.15	8.9%
54130 · Employer FICA	3,546.65	3,256.70	289.95	8.9%
54131 · IMRF Expense	1,844.60	1,821.57	23.03	1.3%
54132 · Medical/Dental Benefits	5,611.90	5,170.50	441.40	8.5%
54135 · Grant Program Supplies	8,238.44	1,897.60	6,340.84	334.2%
54185 · Grant Telecommunications	0.00	58.81	-58.81	-100.0%
54198 · Misc. Staffing Costs	0.00	10,674.00	-10,674.00	-100.0%
Total 54000 · GRANT EXPENSES	95,404.52	84,261.71	11,142.81	13.2%
55000 · GENERAL ADMINISTRATION				
55200 · Technology				
55200.1 · Circulation System (ILS)	0.00	1,210.00	-1,210.00	-100.0%
55200.3 · Website	605.00	0.00	605.00	100.0%
55200.5 · Hardware Purchases	283.45	7.64	275.81	3,610.1%
Total 55200 · Technology	888.45	1,217.64	-329.19	-27.0%
55300 · Furniture & Equipment				
55300.3 · Equipment Purchases	39.96	0.00	39.96	100.0%
Total 55300 · Furniture & Equipment	39.96	0.00	39.96	100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	697.28	617.85	79.43	12.9%
55400.3 · Membership Dues/Fees	99.00	139.00	-40.00	-28.8%
55400.4 · Licensing Fees	0.00	911.36	-911.36	-100.0%
55400.5 · Postage & Shipping Fees	131.99	0.00	131.99	100.0%
55400.6 · Telecommunications/Internet	116.28	803.49	-687.21	-85.5%
Total 55400 · General Office/Administration	1,044.55	2,471.70	-1,427.15	-57.7%
55500 · Outreach & Public Relations				
55500.7 · Newsletter	38.25	38.25	0.00	0.0%
Total 55500 · Outreach & Public Relations	38.25	38.25	0.00	0.0%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	4.94	13.67	-8.73	-63.9%
Total 55600 · Bank/Svc. Fees & Fin. Charges	4.94	13.67	-8.73	-63.9%
Total 55000 · GENERAL ADMINISTRATION	2,016.15	3,741.26	-1,725.11	-46.1%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56150 · Audit Services	4,000.00	0.00	4,000.00	100.0%
56200 · Cleaning Services	500.00	500.00	0.00	0.0%
56400 · Legal Services	1,531.90	0.00	1,531.90	100.0%
56500 · Maintenance Services				

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10/23/24

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

September 2024

	Sep 24	Aug 24	\$ Change	% Change
56500.1 · Maintenance Svcs. - Interior	568.45	131.80	436.65	331.3%
56500.2 · Maintenance Svcs. - Exterior	50.00	100.00	-50.00	-50.0%
Total 56500 · Maintenance Services	618.45	231.80	386.65	166.8%
56600 · Hiring Services	200.00	172.10	27.90	16.2%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	6,850.35	903.90	5,946.45	657.9%
Total Expense	120,782.86	108,373.07	12,409.79	11.5%
Net Ordinary Income	7,588.19	-84,111.60	91,699.79	109.0%
Net Income	<u>7,588.19</u>	<u>-84,111.60</u>	<u>91,699.79</u>	<u>109.0%</u>

Highwood Public Library & Community Center

Check Detail

September 26 through October 23, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	09/30/2024	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-3,044.16
Bill	11321296582021812	08/31/2024		Fax Machine Connection Cable Replacement	55200.5 · Hardware Purchases	7.64
Bill	11342870585048206	09/02/2024		Vacuum Replacement Belts	55400.2 · Office/Library Supplies	6.64
Bill	11399490454774637	09/03/2024		Books F - Young Adult	52100.3 · Books F - Young Adult	59.40
Bill	11378090327889824	09/03/2024		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	27.13
Bill	11353981140913823	09/04/2024	The Grainger Foundation Grant	Makerspace Laptop Battery Replacement	54135 · Grant Program Supplies	41.79
Bill	11320846453289803	09/04/2024		YA Program Supplies	54135 · Grant Program Supplies	23.99
Bill	11357623090064232	09/04/2024		YA Program Supplies	54135 · Grant Program Supplies	25.99
Bill	11388378659030640	09/04/2024		2 Embroidery Hoop Sets	54135 · Grant Program Supplies	34.18
Bill	11340498572460200	09/04/2024		100 Ct Craft Magnets	54135 · Grant Program Supplies	5.99
				10 Ct Blue Fabric Markers	54135 · Grant Program Supplies	12.99
				(3) 50 Ct Large Sewing Needles	54135 · Grant Program Supplies	23.97
				12 Ct Adhesive Stabilizer Sheets	54135 · Grant Program Supplies	14.42
Bill	11313968697761846	09/04/2024		YA Program Supplies	54135 · Grant Program Supplies	192.23
Bill	11333463549789037	09/04/2024		Books F - Young Adult	52100.3 · Books F - Young Adult	123.97
Bill	11317165005352251	09/04/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	48.48
Bill	11369797673751459	09/04/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	42.87
Bill	11323719394185816	09/05/2024		YA Program Supplies	54135 · Grant Program Supplies	29.50
Bill	11364791106785838	09/05/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	10.39
Bill	11101208088511418-1	09/05/2024		Children's Outreach & Program Supplies	53200.2 · Prog. Suppl. - Children	66.60
Bill	11144818571912248	09/05/2024		Children's Outreach Supplies & Prizes	53200.2 · Prog. Suppl. - Children	49.97
Bill	11174800908593834	09/06/2024		Book Processing Supplies	52650 · Processing Supplies	15.19
Bill	11331737859224218	09/07/2024		YA Program Supplies	54135 · Grant Program Supplies	5.99
Bill	11174112555221851	09/08/2024		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	41.13
Bill	11358387840055413	09/09/2024		Labels for Label Maker	55400.2 · Office/Library Supplies	13.42
Bill	11375147457734606	09/10/2024		YA Program Supplies	54135 · Grant Program Supplies	60.96
Bill	11399448354487404	09/10/2024		TAB & Book Buffet Supplies	54135 · Grant Program Supplies	129.14
Bill	11361470172475416	09/11/2024		YA Program Supplies	54135 · Grant Program Supplies	239.86
Bill	11187234318620232	09/11/2024		Labels, Cardtock, & Name Badges	55400.2 · Office/Library Supplies	60.49
Bill	11262782299769848-1	09/12/2024		Children's Early Reader Books	52100.2 · Books F - Children/Juvenile	30.78
Bill	11101208088511418-2	09/12/2024		Children's Outreach & Program Supplies	53200.2 · Prog. Suppl. - Children	9.99
Bill	11176465709327425-1	09/13/2024		Screen Cleaning Wipes & Planner	55400.2 · Office/Library Supplies	23.28
Bill	11176465709327425-2	09/13/2024		Hand Sanitizer	55400.2 · Office/Library Supplies	25.47
Bill	1146830233701007	09/13/2024		Health Equity Outreach Supplies	54135 · Grant Program Supplies	35.97
Bill	11139042274609807	09/13/2024		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	36.88
Bill	11275935701413817	09/14/2024		Children's Early Reader Books	52100.2 · Books F - Children/Juvenile	316.17
Bill	11350906476817007	09/15/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	17.99
Bill	11155210404553813	09/15/2024		Wall Corkboard	55400.2 · Office/Library Supplies	29.99
Bill	11320342640220247	09/16/2024		Staff Laptop Charger & Patron Keyboard	55400.2 · Office/Library Supplies	54.87
Bill	11332886071377062	09/17/2024		Camera Installation Supplies	55200.5 · Hardware Purchases	15.99
Bill	11358785217269831	09/19/2024	The Grainger Foundation Grant	3D Printer Filament	54135 · Grant Program Supplies	7.29
Bill	11356398585018646	09/19/2024		Staff Hotspot Case Tags	55400.2 · Office/Library Supplies	6.99
Bill	11135998899611417	09/19/2024		Replacement Filters for Staff Water Pitcher	55400.2 · Office/Library Supplies	18.27

Highwood Public Library & Community Center

Check Detail

September 26 through October 23, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11170846636185862	09/19/2024	The Grainger Foundation Grant	Children's Day of the Dead Program Supplies	53200.2 · Prog. Suppl. - Children	7.53
Bill	11379906457398655	09/20/2024		Camera System Keyboard and Mouse for Director's	55400.2 · Office/Library Supplies	22.99
Bill	11333130131083453	09/20/2024		Teen Book Buffet Supplies	54135 · Grant Program Supplies	260.43
Bill	11318736499233007	09/21/2024		Phone Chargers for Patrons	55400.2 · Office/Library Supplies	28.65
Bill	11347524424913014	09/22/2024		3D Printer Nozzles	54135 · Grant Program Supplies	11.99
Bill	11303183023063410	09/23/2024		3D Printer Extruder Kit	54135 · Grant Program Supplies	20.89
Bill	11145359327001836	09/23/2024		Children's Department Pencil Sharpener	55400.2 · Office/Library Supplies	17.09
Bill	11379009979014656	09/25/2024		YA Program Supplies	54135 · Grant Program Supplies	54.10
Bill	11358732345621843	09/25/2024		YA Program Supplies	54135 · Grant Program Supplies	47.76
Bill	11148791781969813	09/26/2024		Electronics Duster	55400.2 · Office/Library Supplies	12.54
Bill	11145074717661850	09/26/2024		Wall Hanging Adhesive Strips	55400.2 · Office/Library Supplies	10.99
Bill	11101679772220203	09/26/2024		School Outreach Event Supplies	53200.2 · Prog. Suppl. - Children	20.61
Bill	11317432187459832	09/27/2024		YA Program Supplies	54135 · Grant Program Supplies	296.35
Bill	11302577980081022	09/27/2024		(10) Digital Navigators Wireless Mice	54135 · Grant Program Supplies	128.05
Bill	11324848561785043	09/30/2024		2 Work Planners	54135 · Grant Program Supplies	19.98
Bill	11346724898728266	09/22/2024		4 Wired Earphones	55300.3 · Equipment Purchases	39.96
TOTAL						3,044.16
Bill Pmt -Check	Debit Card	09/30/2024	Barnes & Noble	ESL Class Books	10240 · BOH Convenience Fund Chk (2208)	-689.30
Bill	4156189727	09/11/2024		ESL Class Books	54135 · Grant Program Supplies	689.30
TOTAL						689.30
Bill Pmt -Check	Debit Card	09/30/2024	Best Buy		10240 · BOH Convenience Fund Chk (2208)	-2,921.90
Bill	09132024-1	09/13/2024		(4) Digital Navigator Computers Purchahse	54135 · Grant Program Supplies	1,115.96
Bill	09132024-2	09/13/2024		(1) Digital Navigator Computer Purchase	54135 · Grant Program Supplies	278.99
Bill	09142024	09/14/2024		(5) Digital Navigator Laptops	54135 · Grant Program Supplies	1,526.95
TOTAL						2,921.90
Bill Pmt -Check	Debit Card	09/30/2024	Clear Investigative Advantage	August Background Checks	10240 · BOH Convenience Fund Chk (2208)	-72.10
Bill	185654	08/31/2024		August Background Checks	56600 · Hiring Services	72.10
TOTAL						72.10
Bill Pmt -Check	Debit Card	09/30/2024	Comcast	Telecom Services for 8/16-9/15/24	10240 · BOH Convenience Fund Chk (2208)	-132.95
Bill	08092024	08/09/2024		Telecom Services for 8/16-9/15/24	55400.6 · Telecommunications/Internet	132.95
TOTAL						132.95
Bill Pmt -Check	Debit Card	09/30/2024	eBay	Staff Hotspot Cases	10240 · BOH Convenience Fund Chk (2208)	-17.99
Bill	151207435695	09/16/2024		Staff Hotspot Cases	55400.2 · Office/Library Supplies	17.99
TOTAL						17.99

Highwood Public Library & Community Center
Check Detail
September 26 through October 23, 2024

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	Debit Card	09/30/2024	Google		10240 · BOH Convenience Fund Chk (2208)	-525.17
	Bill	5053636910	08/31/2024		Google Workspace for August	55400.4 · Licensing Fees	466.36
	Bill	5064072135	08/31/2024	NorthShore University HealthSystem	Google Telecom for August	54185 · Grant Telecommunications	58.81
TOTAL							525.17
	Bill Pmt -Check	Debit Card	09/30/2024	Highland Park Community Foundation - V	Gather for Good Event Donation	10240 · BOH Convenience Fund Chk (2208)	-77.25
	Bill	09162024	09/16/2024		Gather for Good Event Donation	54135 · Grant Program Supplies	77.25
TOTAL							77.25
	Bill Pmt -Check	Debit Card	09/30/2024	Jewel		10240 · BOH Convenience Fund Chk (2208)	-175.11
	Bill	08292024	08/29/2024		Staff Meeting Supplies	54135 · Grant Program Supplies	25.07
	Bill	09042024	09/04/2024		Charlas Supplies	54135 · Grant Program Supplies	33.36
	Bill	09072024	09/07/2024		YA Program Supplies	54135 · Grant Program Supplies	49.10
	Bill	09112024	09/11/2024		Charlas Supplies	54135 · Grant Program Supplies	33.55
	Bill	09182024	09/18/2024		Library Staff Room Supplies	55400.2 · Office/Library Supplies	34.03
TOTAL							175.11
	Bill Pmt -Check	Debit Card	09/30/2024	La Union Supermarket	Staff Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-17.10
	Bill	09232024	09/23/2024		Staff Meeting Supplies	54135 · Grant Program Supplies	17.10
TOTAL							17.10
	Bill Pmt -Check	Debit Card	09/30/2024	Mailchimp	Monthly Subscription 09/12-10/11/24	10240 · BOH Convenience Fund Chk (2208)	-38.25
	Bill	MC14774851	09/12/2024		Monthly Subscription 09/12-10/11/24	55500.7 · Newsletter	38.25
TOTAL							38.25
	Bill Pmt -Check	Debit Card	09/30/2024	Mariano's	Staff Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-25.59
	Bill	09202024	09/20/2024		Staff Meeting Supplies	54135 · Grant Program Supplies	25.59
TOTAL							25.59
	Bill Pmt -Check	Debit Card	09/30/2024	Moo Print	Business Cards	10240 · BOH Convenience Fund Chk (2208)	-111.75
	Bill	0781303971	09/12/2024		Business Cards	54135 · Grant Program Supplies	111.75
TOTAL							111.75
	Bill Pmt -Check	Debit Card	09/30/2024	Quill	Acct. #C359709	10240 · BOH Convenience Fund Chk (2208)	-126.56
	Bill	38893771	05/30/2024		Cleaning & Paper Products	55400.2 · Office/Library Supplies	126.56
TOTAL							126.56

Highwood Public Library & Community Center
Check Detail
September 26 through October 23, 2024

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	Debit Card	09/30/2024	Simple Practice	Appointment Scheduler for 9/3-10/3/24	10240 · BOH Convenience Fund Chk (2208)	-276.00
TOTAL	Bill	724EA5F5-0035	09/03/2024	NorthShore University HealthSystem	Appointment Scheduler for 9/3-10/3/24	54135 · Grant Program Supplies	276.00
							276.00
	Bill Pmt -Check	Debit Card	09/30/2024	Smartpress	Annual Report Printing	10240 · BOH Convenience Fund Chk (2208)	-852.85
TOTAL	Bill	1595402	09/11/2024		Annual Report Printing	54135 · Grant Program Supplies	852.85
							852.85
	Bill Pmt -Check	Debit Card	09/30/2024	T. J. Maxx	Hospitality Supplies	10240 · BOH Convenience Fund Chk (2208)	-99.30
TOTAL	Bill	09142024	09/14/2024		Hospitality Supplies	54135 · Grant Program Supplies	99.30
							99.30
	Bill Pmt -Check	Debit Card	09/30/2024	techsoup.org	Grant Station Membership 3/1/25-2/28/26	10240 · BOH Convenience Fund Chk (2208)	-99.00
TOTAL	Bill	09182024	09/18/2024		Grant Station Membership 3/1/25-2/28/26	55400.3 · Membership Dues/Fees	99.00
							99.00
	Bill Pmt -Check	Debit Card	09/30/2024	Vivint, Inc.	Smart Home Service 9/16-10/15/24	10240 · BOH Convenience Fund Chk (2208)	-30.13
TOTAL	Bill	199067175	09/16/2024		Smart Home Service 9/16-10/15/24	56500.1 · Maintenance Svcs. - Interior	30.13
							30.13
	Bill Pmt -Check	Debit Card	09/30/2024	Walgreens		10240 · BOH Convenience Fund Chk (2208)	-39.59
TOTAL	Bill	09252024	09/25/2024		HE Group Supplies	54135 · Grant Program Supplies	11.55
	Bill	09272024	09/27/2024		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	3.25
	Bill	09272024-2	09/27/2024		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	24.79
							39.59
	Bill Pmt -Check	Debit Card	09/30/2024	Wayfair	Counseling Services Furniture	10240 · BOH Convenience Fund Chk (2208)	-1,094.86
TOTAL	Bill	4298591119	09/06/2024		Counseling Services Furniture	54135 · Grant Program Supplies	1,094.86
							1,094.86
	Bill Pmt -Check	Debit Card	09/30/2024	WordPress.com	Website Hosting 9/2/24-9/2/27	10240 · BOH Convenience Fund Chk (2208)	-605.00
TOTAL	Bill	0903	09/03/2024		Website Hosting 9/2/24-9/2/27	55200.3 · Website	605.00
							605.00
	Bill Pmt -Check	Debit Card	09/30/2024	Zumba	Instructor Membership for September 2024	10240 · BOH Convenience Fund Chk (2208)	-43.94

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	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	09212024	09/21/2024	NorthShore University HealthSystem	Instructor Membership for September 2024	54135 · Grant Program Supplies	43.94
							43.94
	Bill Pmt -Check	EFT	09/30/2024	Nayax Billing Services	Monthly Service Fee for August	10130 · Nayax	-8.95
TOTAL	Bill	3014530	08/31/2024		Monthly Service Fee for August	55600.2 · Payment Processing Fees	8.95
							8.95
	Bill Pmt -Check	EFT	10/10/2024	Paychex	Payroll Processing for September	10206 · BOH Payroll Acct. Chk. (0133)	-100.90
TOTAL	Bill	2024092600	09/26/2024		Payroll Processing for September	51999 · Payroll Processing Fees	100.90
							100.90
	Bill Pmt -Check	3073	10/22/2024	Atomatic Mechanical Services, Inc.	Installment 1 of 2 of HVAC Annual Preventative Maintenance	10201 · BOH General Fund Chk. (3563)	-1,695.00
TOTAL	Bill	MA63904	10/01/2024		Installment 1 of 2 of HVAC Annual Preventative Maintenance	56500.1 · Maintenance Svcs. - Interior	1,695.00
							1,695.00
	Bill Pmt -Check	3074	10/22/2024	Avila, Yenny	Staff Acknowledgement Reimbursement	10201 · BOH General Fund Chk. (3563)	-30.91
TOTAL	Bill	09122024	09/12/2024		Staff Acknowledgement Reimbursement	54135 · Grant Program Supplies	30.91
							30.91
	Bill Pmt -Check	3075	10/22/2024	Baker & Taylor	Acct. #L425431 - Library Materials	10201 · BOH General Fund Chk. (3563)	-293.07
	Bill	2038514636	09/06/2024		Books F - Adult	52100.1 · Books F - Adult	19.46
					Processing Supplies	52650 · Processing Supplies	2.13
	Bill	2038514637	09/06/2024		Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	11.75
					Processing Supplies	52650 · Processing Supplies	0.45
	Bill	2038542071	09/11/2024		Books F - Adult	52100.1 · Books F - Adult	17.70
					Processing Supplies	52650 · Processing Supplies	2.09
	Bill	2038542072	09/11/2024		Books NF - Adult	52150.1 · Books NF - Adult	130.88
					Processing Supplies	52650 · Processing Supplies	12.08
	Bill	2038542073	09/11/2024		Books NF - Spanish	52150.4 · Books NF - Spanish	32.56
					Processing Supplies	52650 · Processing Supplies	1.41
	Bill	2038569353	09/25/2024		Books F - Adult	52100.1 · Books F - Adult	16.49
					Processing Supplies	52650 · Processing Supplies	2.07
	Bill	2038569355	09/25/2024		Books NF - Spanish	52150.4 · Books NF - Spanish	28.89
					Processing Supplies	52650 · Processing Supplies	1.34
TOTAL	Bill	2038569354	09/25/2024		Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	13.29
					Processing Supplies	52650 · Processing Supplies	0.48
	Bill Pmt -Check	3076	10/22/2024	Brito, Carolina	October Counseling Services	10201 · BOH General Fund Chk. (3563)	-2,508.00

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	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill	10012024	10/01/2024	NorthShore University HealthSystem	October Counseling Services	54110 - Contracted Services	2,508.00
TOTAL							2,508.00
	Bill Pmt -Check	3077	10/22/2024	Carlson, Nova	Makerspace Contracted Services for October 20	10201 - BOH General Fund Chk. (3563)	-160.00
	Bill	10222024	10/22/2024		Makerspace Contracted Services for October 2024	54110 - Contracted Services	160.00
TOTAL							160.00
	Bill Pmt -Check	3078	10/22/2024	Carolina Ibarra Carrubias	Staff Meeting Supplies Reimbursement	10201 - BOH General Fund Chk. (3563)	-34.55
	Bill	10012024	10/01/2024		Staff Meeting Supplies Reimbursement	54135 - Grant Program Supplies	34.55
TOTAL							34.55
	Bill Pmt -Check	3079	10/22/2024	City of Highwood.	IMRF Payment for September 2024	10201 - BOH General Fund Chk. (3563)	-4,507.30
	Bill	September 2024 IMRF	09/30/2024		IMRF Payment for September 2024	22100 - IMRF W/H Payable	4,507.30
TOTAL							4,507.30
	Bill Pmt -Check	3080	10/22/2024	Collect with Lulu		10201 - BOH General Fund Chk. (3563)	-5,200.00
	Bill	1032024	10/03/2024		Youth Services Mural Fee	54135 - Grant Program Supplies	5,000.00
	Bill	10112024	10/11/2024		Youth Services Coloring Pages Design Fees	54135 - Grant Program Supplies	200.00
TOTAL							5,200.00
	Bill Pmt -Check	3081	10/22/2024	Consuelo, Inc.	Therapy Services for October	10201 - BOH General Fund Chk. (3563)	-1,500.00
	Bill	1042	10/08/2024	NorthShore University HealthSystem	Therapy Services for October	54110 - Contracted Services	1,500.00
TOTAL							1,500.00
	Bill Pmt -Check	3082	10/22/2024	Demco		10201 - BOH General Fund Chk. (3563)	-236.57
	Bill	7528475	08/30/2024		Processing Supplies	52650 - Processing Supplies	58.52
	Bill	7541785	09/25/2024		Processing Supplies	52650 - Processing Supplies	50.32
	Bill	7551396	10/11/2024		Book Processing Supplies	52650 - Processing Supplies	127.73
TOTAL							236.57
	Bill Pmt -Check	3083	10/22/2024	Forvis LLP		10201 - BOH General Fund Chk. (3563)	-6,984.00
	Bill	2149203	06/25/2024	NorthShore University HealthSystem	2nd Progress Billing - FY23 Audit	54110 - Contracted Services	4,200.00
	Bill	2231164	09/26/2024	NorthShore University HealthSystem	4th Progress Billing - FY23 Audit	54110 - Contracted Services	2,784.00
TOTAL							6,984.00
	Bill Pmt -Check	3084	10/22/2024	Highwood Rec Center	Zumba Basement Fee - September	10201 - BOH General Fund Chk. (3563)	-140.00

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	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	40719	09/30/2024	NorthShore University HealthSystem	Zumba Basement Fee - September	54135 · Grant Program Supplies	140.00
							140.00
	Bill Pmt -Check	3085	10/22/2024	Hoopla	September 2024 Usage	10201 · BOH General Fund Chk. (3563)	-280.17
TOTAL	Bill	506126678	09/30/2024		September 2024 Usage	52350.3 · On-Line - Hoopla	280.17
							280.17
	Bill Pmt -Check	3086	10/22/2024	IHLS-OCLC	GL6	10201 · BOH General Fund Chk. (3563)	-237.26
TOTAL	Bill	30532	07/25/2024		OCLC Service Fee 7/1/24-6/30/25	55400.3 · Membership Dues/Fees	237.26
							237.26
	Bill Pmt -Check	3087	10/22/2024	La Union Supermarket	Case Management Essentials	10201 · BOH General Fund Chk. (3563)	-1,200.00
TOTAL	Bill	0016	10/15/2024	Other	Case Management Essentials	10110.2 · Gift Cards-GEN Meal Assistance	1,200.00
							1,200.00
	Bill Pmt -Check	3088	10/22/2024	Lara, Maria	October 2024 Professional Cleaning Services	10201 · BOH General Fund Chk. (3563)	-1,539.00
TOTAL	Bill	10092024	10/09/2024	NorthShore University HealthSystem	October 2024 Professional Cleaning Services	56200 · Cleaning Services	500.00
					October 2024 Professional Cleaning Services	54110 · Contracted Services	1,039.00
							1,539.00
	Bill Pmt -Check	3089	10/22/2024	Lauterbach & Amen, LLP	HIGHWOODPL	10201 · BOH General Fund Chk. (3563)	-1,400.00
TOTAL	Bill	95583	09/26/2024	Gorter Family Foundation	Accounting Services for August	54110 · Contracted Services	1,400.00
							1,400.00
	Bill Pmt -Check	3090	10/22/2024	Lomeli, Itzayana Rocio Gonzalez	October Community Health Education & Engage	10201 · BOH General Fund Chk. (3563)	-1,560.00
TOTAL	Bill	10092024	10/09/2024	NorthShore University HealthSystem	October Community Health Education & Engage	54110 · Contracted Services	1,560.00
							1,560.00
	Bill Pmt -Check	3091	10/22/2024	Mata, Khiabet	Health Equity Case Management Services for Oct	10201 · BOH General Fund Chk. (3563)	-945.00
TOTAL	Bill	003	10/03/2024	NorthShore University HealthSystem	Health Equity Case Management Services for Octol	54110 · Contracted Services	945.00
							945.00
	Bill Pmt -Check	3092	10/22/2024	Quill	Acct. #C359709	10201 · BOH General Fund Chk. (3563)	-488.61
	Bill	40519753	09/11/2024		Cleaning Supplies	55400.2 · Office/Library Supplies	72.06
	Bill	40671216	09/19/2024		Cleaning Supplies	55400.2 · Office/Library Supplies	90.59

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Type	Num	Date	Name	Memo	Account	Original Amount
Bill	40750826	09/25/2024		Cleaning Supplies	55400.2 · Office/Library Supplies	15.13
Bill	40750819	09/25/2024		Cleaning Supplies	55400.2 · Office/Library Supplies	38.23
Bill	40831690	09/30/2024		Cleaning Supplies	55400.2 · Office/Library Supplies	97.57
Bill	40867168	10/02/2024		Processing Supplies	52650 · Processing Supplies	16.36
Bill	40979571	10/08/2024		Copier Paper	55400.2 · Office/Library Supplies	39.99
Bill	41024075	10/10/2024		Cleaning & Office Supplies	55400.2 · Office/Library Supplies	118.68
TOTAL						488.61
Bill Pmt -Check	3093	10/22/2024	Ramirez, Laura		10201 · BOH General Fund Chk. (3563)	-57.89
Bill	10032024	10/03/2024		Meeting Supplies Reimbursement	54135 · Grant Program Supplies	32.47
Bill	10082024	10/08/2024		Meeting Supplies Reimbursement (2)	54135 · Grant Program Supplies	25.42
TOTAL						57.89
Bill Pmt -Check	3094	10/22/2024	Simon Pina, Beatriz	October Community Health Education & Engage	10201 · BOH General Fund Chk. (3563)	-1,560.00
Bill	10092024	10/09/2024	NorthShore University HealthSystem	October Community Health Education & Engage	54110 · Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	3095	10/22/2024	Spanish Adult Literacy Consultant	Digital Navigation Services for October 2024	10201 · BOH General Fund Chk. (3563)	-5,500.00
Bill	10222024	10/22/2024	Lake County	Digital Navigation Services for October 2024	54110 · Contracted Services	5,500.00
TOTAL						5,500.00
Bill Pmt -Check	3096	10/22/2024	The I.T. Connection Inc.		10201 · BOH General Fund Chk. (3563)	-741.28
Bill	10889	08/31/2024		3CX Phone Server Hosting & Maintenance 11/24-1	55400.6 · Telecommunications/Internet	583.63
				Internet Service for September	55400.6 · Telecommunications/Internet	41.37
Bill	10923	09/30/2024		Telephone Service for September	55400.6 · Telecommunications/Internet	36.28
Bill	10962	09/30/2024		Internet Service for October	55400.6 · Telecommunications/Internet	80.00
TOTAL						741.28
Bill Pmt -Check	3097	10/22/2024	Valadez Finest Landscape	2024 Lawn Care & Maintenance	10201 · BOH General Fund Chk. (3563)	-300.00
Bill	2024	10/03/2024		2024 Lawn Care & Maintenance	56500.2 · Maintenance Svcs. - Exterior	300.00
TOTAL						300.00
Bill Pmt -Check	3098	10/22/2024	Vazquez, Fabiola Hernandez		10201 · BOH General Fund Chk. (3563)	-1,585.35
Bill	09262024	09/26/2024		Charlas Supplies	54135 · Grant Program Supplies	25.35
Bill	10092024	10/09/2024	NorthShore University HealthSystem	October Community Health Education & Engage	54110 · Contracted Services	1,560.00
TOTAL						1,585.35
Bill Pmt -Check	3099	10/22/2024	Vergara Castrejon, Oralia	October Community Health Education & Engage	10201 · BOH General Fund Chk. (3563)	-1,560.00

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Type	Num	Date	Name	Memo	Account	Original Amount
Bill	10092024	10/09/2024	NorthShore University HealthSystem	October Community Health Education & Engageme	54110 · Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	3100	10/22/2024	Wence, Diana		10201 · BOH General Fund Chk. (3563)	-101.82
Bill	26382	08/27/2024		Professional Development Webinar Reimbursemen	54115 · Staff Development	71.10
Bill	09202024	09/20/2024		Loteria & Program Supplies Reimbursement	53200.2 · Prog. Suppl. - Children	12.99
Bill	09272024	09/27/2024		Children's Pinata Supplies Reimbursement	53200.2 · Prog. Suppl. - Children	17.73
TOTAL						101.82