



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

Location: Highwood Public Library
Monday, February 24, 2025 – 7 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
 - a. Highwood Chamber annual dinner
5. Secretary's report
 - a. Motion to approve minutes from January 27, 2024 regular meetings
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the February 2025 Invoices including one electronic payment
 - c. Discussion of new invoices from prior accounting firm
 - d. Motion to approve Finance Committee's recommendation regarding invoices from prior accounting firm
8. Director's report
 - a. Public comment received via email and suggestion box
9. Committee reports
 - a. Finance Committee
 - b. Policy
 - c. Building & Grounds
10. Old business
11. New business
 - a. Discussion of library card policy and motion on offering library cards to non-residents
 - b. Motion to approve the presented policy
 - c. Discussion of converting to online banking for payment processing
 - d. Motion to approve the use of online banking
 - e. Semiannual Review of Closed Meeting Minutes
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 Lored, 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



FINANCE MEETING MINUTES
HIGHWOOD LIBRARY & COMMUNITY CENTER BOARD OF TRUSTEES
Location: Highwood Library & Community Center
Monday January 27, 2025 7:00PM

1. Call to Order: 7:01PM
2. Roll Call: Laura Ramirez, Nora Loreda, Lucy Hospodarsky, Bertha Chavez, Paul Martinez, Jason Muelver, Nancy Pastroff
3. No Public Comment
4. President's Report:
 - Lucy is going to attend the Highwood Chamber Annual Dinner.
 - iLead workshops are generally held on Saturdays. Lucy will forward information.
5. Secretary's Report – No comments. Motion to approve the December 16, 2024 minutes. Nora Loreda seconded. Motion carried unanimously.
6. Communication –
 - President received email regarding Illinois Census training – Director, Laura Ramirez to inform staff.
 - Discussion on how to handle negative posts on Library's Facebook (FB) page.
 - Laura informed us the procedures related to the potential of ICE coming into the building.
 - Board agreed with Laura's suggestion to add mission, values and a general statement about the library on the website.
7. Treasurer's Report
 - Review of Financials – no questions
 - Motion to approve the payments as presented in the report. Nancy Pastroff seconded and motion carried unanimously.
8. Director's report
 - Due to our ongoing HVAC issues still under investigation, the library closed for three days due to cold temperatures inside. Buildings & Grounds met with WB Olson to prioritize an interim fix while. B&G does not believe the power is the cause. We may need to get an auxiliary heating system in the short term and Laura is asking for this to be installed this week.
 - Laura received notice that the library needs to do an annual certification for RAILS/ISL. Jim has completed the certifications in the past, and Laura will now take over this requirement.

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- Several years ago, the library got funding to be fine/penalty free. We did not get this funding going forward, but with book sales and coffee sales Laura believes we can continue this policy.
- Per capita grant is due at the end of January.
- Wayfair Foundation reached out and invited Laura to a conference in June in New Mexico - all expense paid. This will be an opportunity to meet funders that align with our mission. Laura is planning to attend with Diana Guerrero.
- Gorter Family Foundation gave us a \$25,000 grant.
- Mid-Year report due to HP Community Foundation. They are using a success story from the library to put in their newsletter.
- Suggestion box – there were two suggestions in the box. 1. Judy Amidei recommended Ina Garten's biography. 2. Someone else asked if we can please buy magazines or books that teach crochet.

9. Committee Updates

- Finance Committee – Nancy reported on the meeting Laura, Lucy, and Nancy had with L&A to discuss the FY2023 audit finding and how they would approach meeting the GASB rule for revenue recognition for FY2024. Board discussed at length the pros and cons of keeping our current accountants versus changing to Plante Moran. Laura expressed her concern with L&A's responses during the call, timeliness, and also expressed our Business Manager's recommendation to use Plante Moran.
- Policy Committee – Reviewed the Personnel Policy changes. Based on a conversation with HR Source, the policy has been updated for Part Time personnel to get 1 hour of paid leave for every 20 hours worked, with a maximum of 40 hours paid time off accrued per year. This is in compliance with the Illinois Paid Leave Act. We also discussed the Public Computer Use (no change), Hot Spot Policy (2 small changes), WIFI policy (no change).
- Building & Grounds – the main topic of the meeting was the heating issue. Door to be fixed soon, but Allegion/Stanley Door ordered the wrong part.

10. New Business

- Lucy moved to hire Plante Moran to be our new accounting firm. Nora seconded the motion. Motion carried unanimously.
- Motion to approve the Personnel policy, Public Computer Use, Hot Spot Policy, WIFI policies. Jason seconded, and the motion carried unanimously.

11. Motion to close meeting – Nora seconded, and the motion carried unanimously.

12. Adjourned – 8:52 PM

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**Director's Report
February 24, 2025
Library Updates**

**Admin/Accounting
Current Month**

- Continued maintaining contact with Forvis on FY23 audit status -Rebecca
- Interviewed alternate accounting firms Adelfi and Plante Moran to potentially assist with FY24 audit. -Nancy, Rebecca

**Records Retention
Building & Grounds**

- Draft process for email retention developed by Jim Knutson and Laura Ramirez
- B&G committee met with WB Olson to express concern about continued heating issues. WB Olson hired an independent contractor, Ballard Engineering, to test the HVAC/electrical system to pinpoint what is causing malfunction.

Website & Technology

- The Konica Minolta printer and Canon printer are nearing the end of their life cycles. IT Contractor will investigate potential replacements.

Accessibility

- None

Communications

- Multiple IT vendors contacted the library this month.

HR

- None

Grant Update

- An application was submitted to the Will Eisner Graphic Novel Grants for Libraries. If awarded the library will receive \$4,000 to support initiatives that align with the objective of the Will Eisner Graphic Novel Grants for Libraries.
- A Letter of Intent was submitted to the Lake County Community Foundation.
- The FY2025 Public Library Per Capita and Equalization Aid Grant was submitted.
- The 2025 Non-Homestead Exemption Certificate of Status was filed using the online SmartFile E-Filing Portal.
- Endeavor Health awarded a grant to support Health Equity programming in 2025.
- An additional \$750 was received in response to the 2024 Year-End Appeal.

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

Highlight: Early Learning Center Update – Level Up!

The Kohl Children's Museum has refreshed the Early Learning Center to align with this year's Summer Reading theme: Level Up! The updated space encourages hands-on building and imaginative play, allowing children to "level up" their creativity.

Enhancements include added borders to the Lego Duplo wall, a rock-sorting toy transformed into an apartment building for dollhouse play, and a redesigned center log featuring an intersection for vehicle and train track play. The magnetic back wall now showcases a cityscape where children can build onto the skyline, and the reading nook cabinet features an I-Spy challenge where kids can explore

by touch.

Families

have responded enthusiastically, with children particularly enjoying the apartment building and train tracks. Parents continue to appreciate the engaging and interactive play opportunities available in the space.



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

Highlight: Teen Cooking Club: A Sweet & Sour Success!

- This month's Teen Cooking Club had incredible attendance! The teens had a blast experimenting with Sour Patch Grapes, turning a simple fruit into a fun and flavorful treat. They tested different flavors, with a unanimous vote that the strawberry flavoring was the best. It was a great opportunity for teens to get creative with food while enjoying a tasty, healthier snack!



Success Story: Building Connections After Hours

- During this special after-hours event, teens felt empowered to explore, learn, and engage with one another in a welcoming space after the library closed to the public. Through video games and board games, they forged new friendships around shared interests, creating a sense of community and belonging. The event provided a safe and inclusive environment where teens could connect, unwind, and enjoy the library in a unique way.



Adult Services (Alex, Aurora, Yuliya)

Highlight: Technology Assistance Beyond the Basics

- An Adult Services Assistant provided hands-on technology support by helping a patron transfer photos from an iPhone to a USB drive. This personalized assistance, offered on a busy Saturday, showcases the department's commitment to digital literacy and meeting patrons' tech needs beyond routine printing and computer use. Moments like these highlight the valuable role of library staff in empowering community members through technology support.

Success Story: Bridging Access to Vital Services

- In late January, the Library team played a crucial role in community member's access to important documents by assisting community members to create an online account and register for the Mexican Mobile Consulate event in February. Staff fielded numerous phone calls and in-person questions, ensuring that individuals received accurate and timely information. Several patrons expressed deep gratitude, sharing that without the library's assistance, they wouldn't have been able to book an appointment or know about the necessary documents needed for the services. This collaboration underscores the library's role as a trusted community resource, helping individuals access essential services.

Health Equity (Viri)

Success Story: Empowering Career Growth Through Health Equity Support

- Elena* was referred to us by the TIERRA group with a clear goal—to secure a paraprofessional license and transition from part-time work to a more stable and better-paying job. Having completed her Associates degree in early childhood education in Mexico, Elena had her credentials translated but faced significant challenges due to her limited English proficiency and a lack of understanding of the licensing process.

We guided Elena step-by-step in attaining her paraprofessional license. Beyond that, we are now assisting her with job searches and applications. Elena expressed her gratitude for the assistance provided by the Library, highlighting how she was treated with warmth and respect. Despite her language barriers, she felt valued and welcomed, describing her experience as being treated "like family."

Elena has not only achieved her licensing goal but now has newfound confidence in navigating her career path. She remains committed to utilizing the Library's resources in the future and serves as a testament to the impact of our services in empowering individuals to overcome barriers and achieve success.

*Name has been changed to protect identity.

Outreach

- On January 20, Karina represented the library at the MLK Jr. Day Festival held at Wayfarer Theater. She engaged with 82 attendees, sharing information about library resources and programs. The event provided an excellent opportunity to connect with community members and expand awareness of the library's services.

The Friends of the Highwood Public Library

- The Friends group continues to support donor stewardship, volunteerism, and additional ways to support staff.

11:25 AM

02/19/25

Accrual Basis

Highwood Public Library & Community Center

Balance Sheet w/Prior Month Comparison

As of January 31, 2025

	Jan 31, 25	Dec 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	564.44	624.44	-60.00	-9.6%
10110.2 · Gift Cards-GEN Meal Assistance	700.00	950.00	-250.00	-26.3%
Total 10110 · Gift Cards on Hand	1,264.44	1,574.44	-310.00	-19.7%
10201 · BOH General Fund Chk. (3563)	117,238.63	88,520.27	28,718.36	32.4%
10203 · BOH General Fund Money Market	170,023.54	250,014.50	-79,990.96	-32.0%
10206 · BOH Payroll Acct. Chk. (0133)	1,822.86	2,742.08	-919.22	-33.5%
10216 · IMET Capital Impr. Fund (8102)	4,112.33	4,097.08	15.25	0.4%
10221 · IMET Reserve Fund (8101)	403,432.08	401,936.07	1,496.01	0.4%
10240 · BOH Convenience Fund Chk (2208)	1,118.12	1,538.33	-420.21	-27.3%
Total 10000 · CASH & INVESTMENT ACCOUNTS	699,089.23	750,500.00	-51,410.77	-6.9%
Total Checking/Savings	699,089.23	750,500.00	-51,410.77	-6.9%
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	1,022,260.55	1,073,671.32	-51,410.77	-4.8%
TOTAL ASSETS	1,022,260.55	1,073,671.32	-51,410.77	-4.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	5,985.63	10,607.29	-4,621.66	-43.6%
Total Accounts Payable	5,985.63	10,607.29	-4,621.66	-43.6%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	0.00	4,849.73	-4,849.73	-100.0%
22101 · Insurance Payable	7,827.28	8,029.28	-202.00	-2.5%
Total 22000 · Payroll Liabilities	7,827.28	12,879.01	-5,051.73	-39.2%
24000 · Deferred Property Taxes	321,750.00	321,750.00	0.00	0.0%
Total Other Current Liabilities	329,577.28	334,629.01	-5,051.73	-1.5%
Total Current Liabilities	335,562.91	345,236.30	-9,673.39	-2.8%
Total Liabilities	335,562.91	345,236.30	-9,673.39	-2.8%
Equity				
32000 · Unrestricted Net Assets	1,289,619.98	1,289,619.98	0.00	0.0%
Net Income	-602,922.34	-561,184.96	-41,737.38	-7.4%
Total Equity	686,697.64	728,435.02	-41,737.38	-5.7%
TOTAL LIABILITIES & EQUITY	1,022,260.55	1,073,671.32	-51,410.77	-4.8%

11:26 AM

02/19/25

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2024 through January 2025

	May '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	319,953.69	321,750.00	-1,796.31	99.4%
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	1,126,993.46	1,306,137.78	-179,144.32	86.3%
41330 · Temp. Restricted Grant- Bldg	-1,034,118.65	0.00	-1,034,118.65	100.0%
Total 41300 · Grants	100,409.70	1,313,537.78	-1,213,128.08	7.6%
41400 · Interest & Dividends	6,746.58	510.00	6,236.58	1,322.9%
Total 41000 · GENERAL REVENUES	427,109.97	1,640,797.78	-1,213,687.81	26.0%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	113.18	0.00	113.18	100.0%
42300 · Book Sales	689.00	0.00	689.00	100.0%
42600 · Photocopier	1,616.76	1,800.00	-183.24	89.8%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	8,164.34	800.00	7,364.34	1,020.5%
42900.2 · Friends of the Library	18,000.00	5,937.00	12,063.00	303.2%
Total 42900 · Gifts & Donations	26,164.34	6,737.00	19,427.34	388.4%
Total 42000 · OPERATING REVENUES	28,583.28	8,537.00	20,046.28	334.8%
49999 · Miscellaneous Income	59.13	0.00	59.13	100.0%
Total Income	455,752.38	1,649,334.78	-1,193,582.40	27.6%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	110,886.60	184,541.68	-73,655.08	60.1%
51115 · IMRF Expense	3,956.89	7,732.32	-3,775.43	51.2%
51120 · Medical/Health Insurance	11,550.22	26,366.27	-14,816.05	43.8%
51130 · Life Insurance	68.01	288.29	-220.28	23.6%
51140 · Employer FICA	8,302.50	14,117.44	-5,814.94	58.8%
51999 · Payroll Processing Fees	1,958.06	2,542.40	-584.34	77.0%
Total 51000 · PERSONNEL & BENEFITS	136,722.28	235,588.40	-98,866.12	58.0%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	2,498.58	4,000.00	-1,501.42	62.5%
52100.2 · Books F - Children/Juvenile	2,817.55	2,500.00	317.55	112.7%
52100.3 · Books F - Young Adult	1,579.05	1,500.00	79.05	105.3%
52100.4 · Books F - Spanish Adult	276.59	750.00	-473.41	36.9%
52100.5 · Books F - Spanish Chld./Juv.	364.06	1,850.00	-1,485.94	19.7%
Total 52100 · Books, Fiction	7,535.83	10,600.00	-3,064.17	71.1%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	1,508.12	2,200.00	-691.88	68.6%
52150.2 · Books NF - Children/Juvenile	1,331.00	2,700.00	-1,369.00	49.3%
52150.3 · Books NF - Young Adult	123.85			
52150.4 · Books NF - Spanish	383.39	1,000.00	-616.61	38.3%
Total 52150 · Books, Non-Fiction	3,346.36	5,900.00	-2,553.64	56.7%
52200 · A/V Materials				
52200.1 · A/V - Adult	1,049.13	2,000.00	-950.87	52.5%
52200.2 · A/V - Children/Juvenile	209.06	1,100.00	-890.94	19.0%
52200.6 · A/V Games	766.24	1,000.00	-233.76	76.6%
Total 52200 · A/V Materials	2,024.43	4,100.00	-2,075.57	49.4%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	3,037.41	3,900.00	-862.59	77.9%
52350.4 · On-Line - eRead	850.00	650.00	200.00	130.8%
52350.5 · On-Line - Libby	0.00	1,276.00	-1,276.00	0.0%
Total 52350 · On-Line Resources	3,887.41	5,826.00	-1,938.59	66.7%
52400 · Periodicals				
52400.1 · Periodicals - Adult	4,079.97	3,600.00	479.97	113.3%
52400.3 · Periodicals - Subscription Svc	623.90	900.00	-276.10	69.3%
Total 52400 · Periodicals	4,703.87	4,500.00	203.87	104.5%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2024 through January 2025

	May '24 - Jan 25	Budget	\$ Over Budget	% of Budget
52650 · Processing Supplies	1,151.85	800.00	351.85	144.0%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	22,649.75	31,726.00	-9,076.25	71.4%
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	1,012.50	2,000.00	-987.50	50.6%
Total 53100 · Library Program Facilitators	1,012.50	3,100.00	-2,087.50	32.7%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	60.00	1,000.00	-940.00	6.0%
53200.2 · Prog. Suppl. - Children	2,739.32	2,600.00	139.32	105.4%
53200.3 · Prog. Suppl. - Young Adult	781.55	1,000.00	-218.45	78.2%
Total 53200 · Program Supplies	3,580.87	4,600.00	-1,019.13	77.8%
Total 53000 · PROGRAMMING	4,593.37	7,700.00	-3,106.63	59.7%
54000 · GRANT EXPENSES				
54110 · Contracted Services	215,420.87	346,536.00	-131,115.13	62.2%
54115 · Staff Development	619.43	20,335.00	-19,715.57	3.0%
54120 · Wages & Salaries	425,203.24	646,975.53	-221,772.29	65.7%
54125 · Bonuses/Overtime	39,969.52	42,471.38	-2,501.86	94.1%
54130 · Employer FICA	34,124.81	49,461.92	-15,337.11	69.0%
54131 · IMRF Expense	17,772.37	28,240.09	-10,467.72	62.9%
54132 · Medical/Dental Benefits	49,631.72	85,356.74	-35,725.02	58.1%
54135 · Grant Program Supplies	44,706.53	58,150.00	-13,443.47	76.9%
54155 · Travel Reimbursement	0.00	300.00	-300.00	0.0%
54185 · Grant Telecommunications	626.06	1,674.00	-1,047.94	37.4%
54196 · Liability/Property Insurance	2,839.00	6,000.00	-3,161.00	47.3%
54198 · Misc. Staffing Costs	21,348.00	17,000.00	4,348.00	125.6%
54199 · Indirect Costs to Operations	0.00	3,636.00	-3,636.00	0.0%
Total 54000 · GRANT EXPENSES	852,261.55	1,306,136.66	-453,875.11	65.3%
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	1,655.00	725.00	930.00	228.3%
55200.5 · Hardware Purchases	725.88	1,000.00	-274.12	72.6%
55200.6 · Software	105.00	500.00	-395.00	21.0%
Total 55200 · Technology	3,695.88	5,225.00	-1,529.12	70.7%
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				
55400.2 · Office/Library Supplies	5,471.83	6,263.15	-791.32	87.4%
55400.3 · Membership Dues/Fees	1,760.26	1,785.00	-24.74	98.6%
55400.4 · Licensing Fees	3,567.40	3,560.00	7.40	100.2%
55400.5 · Postage & Shipping Fees	0.00	300.00	-300.00	0.0%
55400.6 · Telecommunications/Internet	3,121.58	3,696.00	-574.42	84.5%
55400.8 · Liability/Property Insurance	1,317.00	11,646.00	-10,329.00	11.3%
55400.9 · Workers Compensation Insurance	0.00	3,100.00	-3,100.00	0.0%
Total 55400 · General Office/Administration	15,238.07	30,350.15	-15,112.08	50.2%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	500.00	500.00	0.00	100.0%
55500.7 · Newsletter	344.25	419.16	-74.91	82.1%
Total 55500 · Outreach & Public Relations	844.25	919.16	-74.91	91.9%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.1 · Wire Transfers	0.00	22.00	-22.00	0.0%
55600.2 · Payment Processing Fees	104.76	0.00	104.76	100.0%

11:26 AM

02/19/25

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2024 through January 2025

	May '24 - Jan 25	Budget	\$ Over Budget	% of Budget
55600.3 · Other Bank Fees	40.00	20.00	20.00	200.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	144.76	42.00	102.76	344.7%
Total 55000 · GENERAL ADMINISTRATION	22,491.64	41,686.31	-19,194.67	54.0%
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	4,500.00	6,000.00	-1,500.00	75.0%
56300 · IT/Computer Services	1,996.00	6,000.00	-4,004.00	33.3%
56400 · Legal Services	1,531.90	500.00	1,031.90	306.4%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	3,264.25	4,732.00	-1,467.75	69.0%
56500.2 · Maintenance Svcs. - Exterior	1,262.68	1,800.00	-537.32	70.1%
Total 56500 · Maintenance Services	4,526.93	6,532.00	-2,005.07	69.3%
56600 · Hiring Services	751.30	815.00	-63.70	92.2%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	19,956.13	26,497.00	-6,540.87	75.3%
Total Expense	1,058,674.72	1,649,334.37	-590,659.65	64.2%
Net Ordinary Income	-602,922.34	0.41	-602,922.75	-147,054,229.3%
Net Income	-602,922.34	0.41	-602,922.75	-147,054,229.3%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

January 2025

	Jan 25	Dec 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	17.75	2,634.57	-2,616.82	-99.3%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	72,425.07	6,550.00	65,875.07	1,005.7%
Total 41300 · Grants	72,425.07	6,550.00	65,875.07	1,005.7%
41400 · Interest & Dividends	1,530.30	1,513.33	16.97	1.1%
Total 41000 · GENERAL REVENUES	73,973.12	10,697.90	63,275.22	591.5%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	5.00	0.00	5.00	100.0%
42300 · Book Sales	80.70	143.00	-62.30	-43.6%
42600 · Photocopier	100.10	115.09	-14.99	-13.0%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	1,282.93	5,667.70	-4,384.77	-77.4%
Total 42900 · Gifts & Donations	1,282.93	5,667.70	-4,384.77	-77.4%
Total 42000 · OPERATING REVENUES	1,468.73	5,925.79	-4,457.06	-75.2%
49999 · Miscellaneous Income	19.40	0.00	19.40	100.0%
Total Income	75,461.25	16,623.69	58,837.56	353.9%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	11,913.69	12,081.89	-168.20	-1.4%
51115 · IMRF Expense	413.20	412.91	0.29	0.1%
51120 · Medical/Health Insurance	1,128.87	1,128.87	0.00	0.0%
51125 · Dental Insurance	0.00	0.00	0.00	0.0%
51130 · Life Insurance	4.20	4.20	0.00	0.0%
51135 · Vision Insurance	0.00	0.00	0.00	0.0%
51140 · Employer FICA	884.67	897.53	-12.86	-1.4%
51999 · Payroll Processing Fees	240.10	128.00	112.10	87.6%
Total 51000 · PERSONNEL & BENEFITS	14,584.73	14,653.40	-68.67	-0.5%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	334.58	341.43	-6.85	-2.0%
52100.2 · Books F - Children/Juvenile	586.20	389.89	196.31	50.4%
52100.3 · Books F - Young Adult	188.05	212.45	-24.40	-11.5%
52100.4 · Books F - Spanish Adult	0.00	49.68	-49.68	-100.0%
52100.5 · Books F - Spanish Chld./Juv.	67.60	39.06	28.54	73.1%
Total 52100 · Books, Fiction	1,176.43	1,032.51	143.92	13.9%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	36.69	246.47	-209.78	-85.1%
52150.2 · Books NF - Children/Juvenile	163.73	0.00	163.73	100.0%
52150.3 · Books NF - Young Adult	0.00	123.85	-123.85	-100.0%
52150.4 · Books NF - Spanish	46.58	85.79	-39.21	-45.7%
Total 52150 · Books, Non-Fiction	247.00	456.11	-209.11	-45.9%
52200 · A/V Materials				
52200.1 · A/V - Adult	78.47	35.70	42.77	119.8%
52200.2 · A/V - Children/Juvenile	209.06	0.00	209.06	100.0%
Total 52200 · A/V Materials	287.53	35.70	251.83	705.4%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	409.34	412.48	-3.14	-0.8%
Total 52350 · On-Line Resources	409.34	412.48	-3.14	-0.8%
52400 · Periodicals				

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

January 2025

	Jan 25	Dec 24	\$ Change	% Change
52400.1 · Periodicals - Adult	981.20	143.28	837.92	584.8%
Total 52400 · Periodicals	981.20	143.28	837.92	584.8%
52650 · Processing Supplies	119.00	130.18	-11.18	-8.6%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	3,220.50	2,210.26	1,010.24	45.7%
53000 · PROGRAMMING				
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	60.00	0.00	60.00	100.0%
53200.2 · Prog. Suppl. - Children	0.00	39.47	-39.47	-100.0%
53200.3 · Prog. Suppl. - Young Adult	0.00	20.05	-20.05	-100.0%
Total 53200 · Program Supplies	60.00	59.52	0.48	0.8%
Total 53000 · PROGRAMMING	60.00	59.52	0.48	0.8%
54000 · GRANT EXPENSES				
54110 · Contracted Services	30,479.80	24,478.22	6,001.58	24.5%
54115 · Staff Development	93.00	71.10	21.90	30.8%
54120 · Wages & Salaries	42,638.52	43,531.11	-892.59	-2.1%
54125 · Bonuses/Overtime	0.00	19,648.64	-19,648.64	-100.0%
54130 · Employer FICA	3,103.14	4,674.55	-1,571.41	-33.6%
54131 · IMRF Expense	1,579.60	2,046.49	-466.89	-22.8%
54132 · Medical/Dental Benefits	5,618.35	5,618.35	0.00	0.0%
54135 · Grant Program Supplies	11,412.09	4,032.41	7,379.68	183.0%
54185 · Grant Telecommunications	0.00	202.94	-202.94	-100.0%
Total 54000 · GRANT EXPENSES	94,924.50	104,303.81	-9,379.31	-9.0%
55000 · GENERAL ADMINISTRATION				
55200 · Technology				
55200.3 · Website	1,050.00	0.00	1,050.00	100.0%
55200.5 · Hardware Purchases	117.47	266.97	-149.50	-56.0%
55200.6 · Software	60.00	0.00	60.00	100.0%
Total 55200 · Technology	1,227.47	266.97	960.50	359.8%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	529.19	331.15	198.04	59.8%
55400.3 · Membership Dues/Fees	385.00	105.00	280.00	266.7%
55400.4 · Licensing Fees	0.00	-1,105.32	1,105.32	100.0%
55400.6 · Telecommunications/Internet	194.41	240.26	-45.85	-19.1%
55400.8 · Liability/Property Insurance	-659.00	0.00	-659.00	-100.0%
Total 55400 · General Office/Administration	449.60	-428.91	878.51	204.8%
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	5.96	13.64	-7.68	-56.3%
55600.3 · Other Bank Fees	10.00	10.00	0.00	0.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	15.96	23.64	-7.68	-32.5%
Total 55000 · GENERAL ADMINISTRATION	1,731.28	-100.05	1,831.33	1,830.4%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56200 · Cleaning Services	500.00	500.00	0.00	0.0%
56300 · IT/Computer Services	1,996.00	0.00	1,996.00	100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	30.13	30.13	0.00	0.0%
56500.2 · Maintenance Svcs. - Exterior	151.49	110.00	41.49	37.7%
Total 56500 · Maintenance Services	181.62	140.13	41.49	29.6%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	2,677.62	640.13	2,037.49	318.3%

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02/19/25

Accrual Basis

Highwood Public Library & Community Center
Profit & Loss w/Prior Month Comparison
January 2025

	Jan 25	Dec 24	\$ Change	% Change
Total Expense	117,198.63	121,767.07	-4,568.44	-3.8%
Net Ordinary Income	-41,737.38	-105,143.38	63,406.00	60.3%
Net Income	<u>-41,737.38</u>	<u>-105,143.38</u>	<u>63,406.00</u>	<u>60.3%</u>

Highwood Public Library & Community Center
Check Detail
January 28 through February 18, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check		02/18/2025	City of Highwood.	QuickBooks generated zero amount transaction	10201 · BOH General Fund Chk. (3563)	0.00
General Journal	*ForvisAdjR	05/01/2023	City of Highwood.	JE #6	20000 · Accounts Payable	-15,954.00
TOTAL						-15,954.00
Bill Pmt -Check	Debit Card	01/31/2025	Ace Hardware	50 lbs. Ice Melt Salt	10240 · BOH Convenience Fund Chk (2208)	-58.30
Bill	01152025	01/15/2025		50 lbs. Ice Melt Salt	55400.2 · Office/Library Supplies	58.30
TOTAL						58.30
Bill Pmt -Check	Debit Card	01/31/2025	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-3,950.78
Bill	11107044033104203	01/02/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	11.15
Bill	11137207030722605	01/02/2025		Youth Program Supplies	54135 · Grant Program Supplies	50.85
Bill	11176269338201845	01/02/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	102.11
Bill	11161380406173054	01/02/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	48.18
Bill	11116236717176201	01/03/2025		2 Measuring Cups & Spoons Sets	54135 · Grant Program Supplies	19.94
				20 Wall Frames	54135 · Grant Program Supplies	32.99
				2 Countertop Infrared Hot Plates	54135 · Grant Program Supplies	49.98
				3 100 Packs of Matte Photo Paper	54135 · Grant Program Supplies	53.97
				20 Pack of Crochet Hooks	54135 · Grant Program Supplies	24.29
				3 5 Packs of Magnetic Sheets	54135 · Grant Program Supplies	41.97
				1 Leather Hole Punch	54135 · Grant Program Supplies	26.99
				16 Pack of Bamboo Knitting Needles	54135 · Grant Program Supplies	16.49
				100 Pack of Metal Button Blanks	54135 · Grant Program Supplies	15.99
				100 Pack of Matte Photo Paper	54135 · Grant Program Supplies	17.99
				4 30 Packs of Decal Paper	54135 · Grant Program Supplies	79.80
				2 100 Packs of Glossy Photo Paper	54135 · Grant Program Supplies	35.98
Bill	11168466857684266	01/03/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	92.78
Bill	11183402559425826-1	01/03/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	21.98
Bill	11164843138029836	01/04/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	20.82
Bill	11177463968152259	01/06/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	35.98
Bill	11123742168465865	01/06/2025		Children's Program Supplies	54135 · Grant Program Supplies	12.98
Bill	11183402559425826-2	01/06/2025		Children's Biographies	52150.2 · Books NF - Children/Juvenile	48.97
Bill	11141641680359458	01/07/2025		Children's Program Supplies	54135 · Grant Program Supplies	166.34
Bill	11101817635389822	01/08/2025		February Book Buffet Supplies	54135 · Grant Program Supplies	92.53
Bill	11112949796780243	01/08/2025		Children's Program Supplies	54135 · Grant Program Supplies	33.18
Bill	11176269338201845-ER	01/09/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	113.23
Bill	11147357867773860	01/10/2025		Mop Head Replacements	55400.2 · Office/Library Supplies	25.95
Bill	11118078036961831	01/10/2025		Flash Drive & 13 Mice	54135 · Grant Program Supplies	198.86
Bill	11173396048705059	01/10/2025		Sidewalk Salt	56500.2 · Maintenance Svcs. - Exterior	31.49
Bill	11115497249583402	01/13/2025		A/V - Children/Juvenile	52200.2 · A/V - Children/Juvenile	192.77
Bill	11421380051878603	01/14/2025		Library Office Supplies	55400.2 · Office/Library Supplies	55.97
Bill	11145704625122667	01/14/2025		A/V - Children/Juvenile	52200.2 · A/V - Children/Juvenile	16.29
Bill	11148551659521004	01/15/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	18.63
Bill	1145898813561014	01/16/2025		Library Processing Supplies	55400.2 · Office/Library Supplies	8.99

Highwood Public Library & Community Center

Check Detail

January 28 through February 18, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11172584260816269	01/16/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	19.42
Bill	11150288988052246	01/16/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	176.92
Bill	11107549848669067	01/16/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	74.02
Bill	11164306642907432	01/16/2025		Children's Coloring & Passive Program Supplies	54135 · Grant Program Supplies	69.99
Bill	11127986981479442	01/17/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	289.29
Bill	11107418358885052	01/18/2025		Library Office Supplies	55400.2 · Office/Library Supplies	89.01
Bill	11256149673878621	01/20/2025		AP Stamp Ink Refills	55400.2 · Office/Library Supplies	6.95
Bill	11164116578557058-1	01/21/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	14.99
Bill	11164116578557058-2	01/21/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	30.98
Bill	11143322191931412	01/22/2025		Children's Passive Program Games	54135 · Grant Program Supplies	104.89
Bill	11138893856601865	01/23/2025		Cardstock	54135 · Grant Program Supplies	14.29
Bill	11121949438714614	01/25/2025		Kohl Museum Exhibit Supplies	54135 · Grant Program Supplies	59.99
Bill	11110669474484215	01/25/2025		Children's Passive Program Games	54135 · Grant Program Supplies	16.99
Bill	11127178999148255	01/25/2025		Children's Calm Play Program Supplies	54135 · Grant Program Supplies	512.86
Bill	11148594973999428	01/27/2025		Kohl Museum Exhibit Supplies	54135 · Grant Program Supplies	60.98
Bill	11178161113621821	01/28/2025		Canon Waste Toner Collection Cartridge	55400.2 · Office/Library Supplies	34.18
Bill	11162385564393825	01/28/2025		Konica Waste Toner Box	55400.2 · Office/Library Supplies	33.89
Bill	11120369114893004	01/29/2025		Xerox Toner 4 Pack	55400.2 · Office/Library Supplies	139.95
Bill	11170396387636202	01/29/2025		Children's iRead Character Party Supplies	54135 · Grant Program Supplies	49.57
Bill	11103470963133815	01/30/2025		Spanish GED Books	54135 · Grant Program Supplies	189.90
Bill	11455631791339417	01/31/2025		A/V - Adult	52200.1 · A/V - Adult	17.99
				Planner	55400.2 · Office/Library Supplies	7.99
Bill	11125155808625017	01/31/2025		iRead & Program Supplies	54135 · Grant Program Supplies	102.33
Bill	1118115548417838	01/31/2025		Children's Program Supplies	54135 · Grant Program Supplies	17.00
TOTAL						3,950.78
Bill Pmt -Check	Debit Card	01/31/2025	Best Buy	USBC to HDMI Cable	10240 · BOH Convenience Fund Chk (2208)	-12.99
Bill	807019815662	01/18/2025		USBC to HDMI Cable	55400.2 · Office/Library Supplies	12.99
TOTAL						12.99
Bill Pmt -Check	Debit Card	01/31/2025	Chicago Sun Times	6 Month Subscription through 06/2025	10240 · BOH Convenience Fund Chk (2208)	-306.80
Bill	01092025	01/09/2025		6 Month Subscription through 06/2025	52400.1 · Periodicals - Adult	306.80
TOTAL						306.80
Bill Pmt -Check	Debit Card	01/31/2025	Clear Investigative Advantage	December Background Checks	10240 · BOH Convenience Fund Chk (2208)	-64.68
Bill	191555	12/31/2024		December Background Checks	54135 · Grant Program Supplies	64.68
TOTAL						64.68
Bill Pmt -Check	Debit Card	01/31/2025	Comcast	Telecom Services for 12/16/24-1/15/25	10240 · BOH Convenience Fund Chk (2208)	-132.95
Bill	12092024	12/09/2024		Telecom Services for 12/16/24-1/15/25	55400.6 · Telecommunications/Internet	132.95
TOTAL						132.95
Bill Pmt -Check	Debit Card	01/31/2025	Costco	Patron Care Package Supplies	10240 · BOH Convenience Fund Chk (2208)	-131.01

Highwood Public Library & Community Center
Check Detail
January 28 through February 18, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	01272025	01/27/2025		Patron Care Package Supplies	54135 · Grant Program Supplies	131.01
							131.01
	Bill Pmt -Check	Debit Card	01/31/2025	Etsy	Children's Black History Month Images & Design	10240 · BOH Convenience Fund Chk (2208)	-13.99
TOTAL	Bill	3567496122	01/15/2025		Children's Black History Month Images & Design	54135 · Grant Program Supplies	13.99
							13.99
	Bill Pmt -Check	Debit Card	01/31/2025	Faronics Technologies	Public Computer Security Software 03/20/24-03/	10240 · BOH Convenience Fund Chk (2208)	-1,050.00
TOTAL	Bill	INUS0229148	01/18/2025		Public Computer Security Software 03/20/24-03/19/	55200.3 · Website	1,050.00
							1,050.00
	Bill Pmt -Check	Debit Card	01/31/2025	Google		10240 · BOH Convenience Fund Chk (2208)	-525.44
TOTAL	Bill	5140046019	12/31/2024		Google Workspace for December	55400.4 · Licensing Fees	482.40
	Bill	5154427278	12/31/2024	NorthShore University HealthSystem	Google Telecom for December	54185 · Grant Telecommunications	43.04
							525.44
	Bill Pmt -Check	Debit Card	01/31/2025	Gourmet Frog	Staff Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-9.79
TOTAL	Bill	01232025	01/23/2025		Staff Meeting Supplies	54135 · Grant Program Supplies	9.79
							9.79
	Bill Pmt -Check	Debit Card	01/31/2025	Jewel		10240 · BOH Convenience Fund Chk (2208)	-300.28
TOTAL	Bill	01082025	01/08/2025		Charlas Supplies	54135 · Grant Program Supplies	30.79
	Bill	01152025	01/15/2025		Charlas Supplies	54135 · Grant Program Supplies	32.42
	Bill	01192025	01/19/2025		Staff Meeting Supplies	54135 · Grant Program Supplies	112.44
	Bill	01232025	01/23/2025		Charlas Supplies	54135 · Grant Program Supplies	39.02
	Bill	01232025-2	01/23/2025		Youth Program Supplies	54135 · Grant Program Supplies	49.67
	Bill	01292025	01/29/2025		Charlas Supplies	54135 · Grant Program Supplies	35.94
							300.28
	Bill Pmt -Check	Debit Card	01/31/2025	Mailchimp	Monthly Subscription 1/12-2/11/25	10240 · BOH Convenience Fund Chk (2208)	-38.25
TOTAL	Bill	MC15490931	01/12/2025		Monthly Subscription 1/12-2/11/25	55500.7 · Newsletter	38.25
							38.25
	Bill Pmt -Check	Debit Card	01/31/2025	Mariano's	Staff Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-30.49
TOTAL	Bill	01312025	01/31/2025		Staff Meeting Supplies	54135 · Grant Program Supplies	30.49
							30.49
	Bill Pmt -Check	Debit Card	01/31/2025	Moo Print	Business Cards	10240 · BOH Convenience Fund Chk (2208)	-66.14

Highwood Public Library & Community Center
Check Detail
January 28 through February 18, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	0274187309	01/22/2025		Business Cards	54135 · Grant Program Supplies	66.14
							66.14
	Bill Pmt -Check	Debit Card	01/31/2025	National Council for Behavioral Health	Staff Training Webinar - V. Gonzalez	10240 · BOH Convenience Fund Chk (2208)	-93.00
TOTAL	Bill	01092025	01/09/2025		Staff Training Webinar - V. Gonzalez	54115 · Staff Development	93.00
							93.00
	Bill Pmt -Check	Debit Card	01/31/2025	Simple Practice	Appointment Scheduler for 1/3-2/3/25	10240 · BOH Convenience Fund Chk (2208)	-276.00
TOTAL	Bill	724EA5F5-0042	01/06/2025		Appointment Scheduler for 1/3-2/3/25	54135 · Grant Program Supplies	276.00
							276.00
	Bill Pmt -Check	Debit Card	01/31/2025	Target		10240 · BOH Convenience Fund Chk (2208)	-50.24
TOTAL	Bill	01182025	01/18/2025		Children's Movie Program Supplies	54135 · Grant Program Supplies	36.25
	Bill	01272025	01/27/2025		Patron Care Package Supplies	54135 · Grant Program Supplies	13.99
	Bill Pmt -Check	Debit Card	01/31/2025	techsoup.org	Norton Antivirus 1 Year Subscription - 20 Seats	10240 · BOH Convenience Fund Chk (2208)	-60.00
TOTAL	Bill	01092025	01/09/2025		Norton Antivirus 1 Year Subscription - 20 Seats	55200.6 · Software	60.00
							60.00
	Bill Pmt -Check	Debit Card	01/31/2025	The Fresh Market	Staff Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-39.65
TOTAL	Bill	01162025	01/16/2025		Staff Meeting Supplies	54135 · Grant Program Supplies	39.65
							39.65
	Bill Pmt -Check	Debit Card	01/31/2025	The New York Times	Subscription 01/06-07/06/25	10240 · BOH Convenience Fund Chk (2208)	-530.40
TOTAL	Bill	01052025	01/05/2025		Subscription 01/06-07/06/25	52400.1 · Periodicals - Adult	530.40
							530.40
	Bill Pmt -Check	Debit Card	01/31/2025	Track1099 Avalara	2024 1099 Form Preparation & Submittal	10240 · BOH Convenience Fund Chk (2208)	-55.02
TOTAL	Bill	1233-2587	01/13/2025		2024 1099 Form Preparation & Submittal	55400.2 · Office/Library Supplies	55.02
							55.02
	Bill Pmt -Check	Debit Card	01/31/2025	Vivint, Inc.	Smart Home Service 1/16-2/15/25	10240 · BOH Convenience Fund Chk (2208)	-30.13
TOTAL	Bill	208024760	01/16/2025		Smart Home Service 1/16-2/15/25	56500.1 · Maintenance Svcs. - Interior	30.13
							30.13
	Bill Pmt -Check	Debit Card	01/31/2025	Walgreens	Youth Program Supplies	10240 · BOH Convenience Fund Chk (2208)	-15.20

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	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	01172025	01/17/2025		Youth Program Supplies	54135 · Grant Program Supplies	15.20
							15.20
	Bill Pmt -Check	Debit Card	01/31/2025	Zoom Video Communications Inc	Programming Account Subscription 01/30/25-01.10240 · BOH Convenience Fund Chk (2208)		-159.90
TOTAL	Bill	INV291051517	01/30/2025		Programming Account Subscription 01/30/25-01/29/ 54135 · Grant Program Supplies		159.90
							159.90
	Bill Pmt -Check	3187	02/18/2025	Aerex Pest Control Service, Inc.	Quarterly Pest Control Service	10201 · BOH General Fund Chk. (3563)	-111.00
TOTAL	Bill	2606470	02/03/2025		Quarterly Pest Control Service	56500.1 · Maintenance Svcs. - Interior	111.00
							111.00
	Bill Pmt -Check	3188	02/18/2025	African American Museum at England Manor	Adult Services Presentation Fee	10201 · BOH General Fund Chk. (3563)	-150.00
TOTAL	Bill	02172025	02/17/2025		Adult Services Presentation Fee	53100.1 · Program Fac.-Adult	150.00
							150.00
	Bill Pmt -Check	3189	02/18/2025	Baker & Taylor	Acct. #L425431 - Library Materials	10201 · BOH General Fund Chk. (3563)	-437.43
TOTAL	Bill	2038807566	01/13/2025		Books NF - Adult	52150.1 · Books NF - Adult	19.00
					Processing Supplies	52650 · Processing Supplies	0.93
	Bill	2038807567	01/13/2025		Books NF - Spanish	52150.4 · Books NF - Spanish	45.17
					Processing Supplies	52650 · Processing Supplies	2.21
	Bill	2038807565	01/13/2025		Books F - Adult	52100.1 · Books F - Adult	277.44
					Processing Supplies	52650 · Processing Supplies	32.20
	Bill	H71337390	01/14/2025		A/V - Adult	52200.1 · A/V - Adult	60.21
	Bill	H71048070-BAL	01/31/2025		A/V - Adult Balance Due	52200.1 · A/V - Adult	0.27
							437.43
	Bill Pmt -Check	3190	02/18/2025	Brito, Carolina	February Counseling Services	10201 · BOH General Fund Chk. (3563)	-1,862.00
TOTAL	Bill	02012025	02/01/2025		February Counseling Services	54110 · Contracted Services	1,862.00
							1,862.00
	Bill Pmt -Check	3191	02/18/2025	Carlson, Nova	Makerspace Contracted Services for February 21 10201 · BOH General Fund Chk. (3563)		-160.00
TOTAL	Bill	02072025	02/07/2025		Makerspace Contracted Services for February 2025 54110 · Contracted Services		160.00
							160.00
	Bill Pmt -Check	3192	02/18/2025	Chicago Tribune	Acct 70179192: Chicago Tribune Subscription tl 10201 · BOH General Fund Chk. (3563)		-717.96
TOTAL	Bill	02052025	02/05/2025		Acct 70179192: Chicago Tribune Subscription thro 52400.1 · Periodicals - Adult		717.96
							717.96
	Bill Pmt -Check	3193	02/18/2025	City of Highwood.	VOID:	10201 · BOH General Fund Chk. (3563)	0.00

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	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							0.00
	Bill Pmt -Check	3194	02/18/2025	Consuelo, Inc.	Therapy Services for February	10201 · BOH General Fund Chk. (3563)	-900.00
	Bill	1050	02/06/2025	NorthShore University HealthSystem	Therapy Services for February	54110 · Contracted Services	900.00
TOTAL							900.00
	Bill Pmt -Check	3195	02/18/2025	Forvis LLP	5th Progress Billing & Add'l Time Incurred - FY2	10201 · BOH General Fund Chk. (3563)	-10,812.00
	Bill	2386748	01/31/2025	NorthShore University HealthSystem	5th Progress Billing & Add'l Time Incurred - FY23 A	54110 · Contracted Services	10,812.00
TOTAL							10,812.00
	Bill Pmt -Check	3196	02/18/2025	Hollis, Anthony	February Snow Removal	10201 · BOH General Fund Chk. (3563)	-140.00
	Bill	02012025	02/01/2025		February Snow Removal	56500.2 · Maintenance Svcs. - Exterior	140.00
TOTAL							140.00
	Bill Pmt -Check	3197	02/18/2025	Hoopla	January 2025 Usage	10201 · BOH General Fund Chk. (3563)	-409.34
	Bill	506689357	01/31/2025		January 2025 Usage	52350.3 · On-Line - Hoopla	409.34
TOTAL							409.34
	Bill Pmt -Check	3198	02/18/2025	Kohl Children's Museum of Greater Chicago	Additional Graphic for YS Mural	10201 · BOH General Fund Chk. (3563)	-385.17
	Bill	01292025-1	01/29/2025		Additional Graphic for YS Mural	54135 · Grant Program Supplies	174.03
					Additional Graphic for YS Mural	54135 · Grant Program Supplies	211.14
TOTAL							385.17
	Bill Pmt -Check	3199	02/18/2025	Lara, Maria	February 2024 Professional Cleaning Services	10201 · BOH General Fund Chk. (3563)	-1,368.00
	Bill	0206	02/06/2025		February 2024 Professional Cleaning Services	56200 · Cleaning Services	500.00
				NorthShore University HealthSystem	February 2024 Professional Cleaning Services	54110 · Contracted Services	868.00
TOTAL							1,368.00
	Bill Pmt -Check	3200	02/18/2025	Lauterbach & Amen, LLP	HIGHWOODPL	10201 · BOH General Fund Chk. (3563)	-600.00
	Bill	100008	01/24/2025		Accounting Services for December	54110 · Contracted Services	600.00
TOTAL							600.00
	Bill Pmt -Check	3201	02/18/2025	Lomeli, Itzayana Rocio Gonzalez	February Community Health Education & Engag	10201 · BOH General Fund Chk. (3563)	-1,000.00
	Bill	02072025	02/07/2025	NorthShore University HealthSystem	February Community Health Education & Engagem	54110 · Contracted Services	1,000.00
TOTAL							1,000.00
	Bill Pmt -Check	3202	02/18/2025	Loyola University Chicago	Lost Book Replacement Fee	10201 · BOH General Fund Chk. (3563)	-37.85

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	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	226776516	02/11/2025		Lost Book Replacement Fee	52100.1 · Books F - Adult	37.85
							37.85
TOTAL	Bill Pmt -Check	3203	02/18/2025	Mata, Khiabet	VOID: Health Equity Case Management Services 10201 · BOH General Fund Chk. (3563)		0.00
							0.00
TOTAL	Bill Pmt -Check	3204	02/18/2025	NEWS-SUN	Subscription Renewal through 05/01/2025 - Acco 10201 · BOH General Fund Chk. (3563)		-144.00
	Bill	01302025	01/30/2025		Subscription Renewal through 05/01/2025 - Account 52400.1 · Periodicals - Adult		144.00
TOTAL							144.00
	Bill Pmt -Check	3205	02/18/2025	Ramirez, Laura	VOID: 10201 · BOH General Fund Chk. (3563)		0.00
TOTAL							0.00
	Bill Pmt -Check	3206	02/18/2025	Sharon Epps	Adult Services Presentation Fee 10201 · BOH General Fund Chk. (3563)		-250.00
TOTAL	Bill	02142025	02/14/2025		Adult Services Presentation Fee 53100.1 · Program Fac.-Adult		250.00
							250.00
TOTAL	Bill Pmt -Check	3207	02/18/2025	Simon Pina, Beatriz	February Community Health Education & Engag 10201 · BOH General Fund Chk. (3563)		-1,820.00
	Bill	02072025	02/07/2025	NorthShore University HealthSystem	February Community Health Education & Engagem 54110 · Contracted Services		1,820.00
TOTAL							1,820.00
	Bill Pmt -Check	3208	02/18/2025	Spanish Adult Literacy Consultant	Digital Navigation Services for February 2025 10201 · BOH General Fund Chk. (3563)		-5,500.00
TOTAL	Bill	02072025	02/07/2025	Lake County	Digital Navigation Services for February 2025 54110 · Contracted Services		5,500.00
							5,500.00
TOTAL	Bill Pmt -Check	3209	02/18/2025	The I.T. Connection Inc.	10201 · BOH General Fund Chk. (3563)		-245.56
	Bill	11154	12/31/2024		Telephone Service for December 55400.6 · Telecommunications/Internet		27.31
TOTAL	Bill	11194	12/31/2024		Internet Service for January 55400.6 · Telecommunications/Internet		80.00
	Bill	11280	01/31/2025		Internet Service for February 55400.6 · Telecommunications/Internet		80.00
TOTAL	Bill	11241	01/31/2025		Telephone Service for January 55400.6 · Telecommunications/Internet		58.25
							245.56
TOTAL	Bill Pmt -Check	3210	02/18/2025	Today's Business Solutions, Inc.	Fax for 10/1-12/31/24 10201 · BOH General Fund Chk. (3563)		-56.16
	Bill	127284	01/28/2025		Fax for 10/1-12/31/24 55400.6 · Telecommunications/Internet		56.16
TOTAL							56.16
	Bill Pmt -Check	3211	02/18/2025	Vazquez, Fabiola Hernandez	February Community Health Education & Engag 10201 · BOH General Fund Chk. (3563)		-1,560.00
TOTAL	Bill	02062025	02/06/2025	NorthShore University HealthSystem	February Community Health Education & Engagem 54110 · Contracted Services		1,560.00

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	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							1,560.00
	Bill Pmt -Check	3212	02/18/2025	Spanish Adult Literacy Consultant	Digital Navigation Services for January 2025 - Pe	10201 · BOH General Fund Chk. (3563)	-5,500.00
	Bill	01082025-REISSUE	02/18/2025	Lake County	Digital Navigation Services for January 2025 - Pend 54110 · Contracted Services		5,500.00
TOTAL							5,500.00
	Bill Pmt -Check	3213	02/18/2025	City of Highwood.	IMRF Payment for January 2024	10201 · BOH General Fund Chk. (3563)	-3,929.70
	Bill	January 2025 IMRF	01/31/2025		IMRF Payment for January 2024	22100 · IMRF W/H Payable	3,929.70
TOTAL							3,929.70
	Bill Pmt -Check	3214	02/18/2025	Mata, Khiabet	Health Equity Case Management Services for Fe	10201 · BOH General Fund Chk. (3563)	-840.00
	Bill	007	02/04/2025	NorthShore University HealthSystem	Health Equity Case Management Services for Febr.	54110 · Contracted Services	840.00
TOTAL							840.00
	Bill Pmt -Check	3215	02/18/2025	Ramirez, Laura		10201 · BOH General Fund Chk. (3563)	-46.33
	Bill	02012025	02/01/2025		Staff Recognition Supplies	54135 · Grant Program Supplies	30.24
	Bill	02012025-2	02/01/2025		Brochure Paper	54135 · Grant Program Supplies	50.40
TOTAL							80.64