



AGENDA - REGULAR MONTHLY MEETING
HIGHWOOD PUBLIC LIBRARY AND COMMUNITY CENTER BOARD OF TRUSTEES
Monday July 25, 2022 – 7 P.M.

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
 - a. Attending the IMLS awards ceremony
 - b. Volunteering
 - c. Parade shooting response
5. Secretary's report
 - a. Motion to approve minutes from regular meeting June 27, 2022.
6. Communication
7. Treasurer Report
 - a. Review of June Financials
 - b. Motion to approve the July 2022 Invoices
8. Director's report
 - a. Public comment received via email and suggestion box
9. Committee reports
10. Old business
 - a. Library construction project update
 - b. Friends updates – basket preparations
11. New business
 - a. Discussion of Policies up for review: Investment of Public Funds, Patron Copyright, and Security Camera Policies
 - b. Motion to approve the above policies
 - c. Review of the August 2 presentation of the three-year plan to city council
 - d. Discussion on options for insuring capital funds
 - e. Discussion of entering into an interlibrary agreement with Illinois Libraries Present.
 - f. Motion to approve entering into the agreement
12. Executive Session 5 ILCS 120/Sec 2(c) 1
13. Adjournment

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

Board of Trustees

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

Trustees: Bertha Chavez, Diana Guerrero, Jason Muelver, Lorena Victorica

Carmen Patlan, Executive Director, director@highwoodlibrary.org Laura Ramirez, Associate Director, lr Ramirez@highwoodlibrary.org

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

Draft, not yet approved

**Highwood Public Library Board of Trustees Regular Meeting
June 27, 2022**

Present—Trustees: Bertha Chavez, Janell Cleland, Diana Guerrero, Nora Loreda, Jason Muelver, Catherine Regalado,; Laura Ramirez, Associate Director

Absent: Lorena Victorica, Carmen Patlan, Director

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

Public Comments – None

President’s Report

- The President appreciated input on annual report and added a paragraph on library services.
- Ms. Chavez was reappointed to a 3 year trustee term and Ms. Hospodarsky will be up for reappointment at a future City Council meeting. There is one open board position.
- Friends of Library had a booth at Wednesday Highwood market, as a successful soft launch of membership drive. They will continue outreach with a marketing committee and launch on social media. All board members are encouraged to join Friends, and membership cards are available at the desk.
- 2021 recipients of IMLS will be invited to an in-person ceremony July 20th in Washington, DC. Ms. Hospodarsky and Ms. Patlan will attend.

Secretary’s Report

Ms. Hospodarsky moved to approve the minutes from the May 23, 2022 regular meeting and executive session, Ms. Loreda seconded, and the motion carried unanimously.

Communication: None

Treasurer’s Report

Ms. Loreda presented the May financials and June invoices.

Ms. Hospodarsky moved to approve the June 2022 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously.

- The PPRT line will be recoded to property taxes
- Dental and vision have negative amounts but this should be 0/not reflected as this is only paid by employee.
- USA Today memo item is old and will be updated.
- Checks were cut later this month because of IPLAR work but this will not happen moving forward.
- Reimbursement line to Ms. Wigodner will be reworded, and should be in renovation expense, not Maintenance Services Interior category.
- HPL is now being billed by IDES on an erroneous unemployment insurance claim. It has been disputed but it was suggested to pay anyway and get reimbursed so not to have penalties. HR Source can also be an adviser on handling this IDES situation.
- There were 2 payments to ILL libraries for lost/damaged books, and it will be confirmed that patrons are paying for those. Fines were only removed for late fees.
- Grossed up bonuses were issued.

Draft, not yet approved

- The negative amount in copier lease is because of a refund for a double charge after the switch from lease to own. It was requested to allocate to previous fiscal year but the books have already been closed.

Director's Report

Ms. Ramirez highlighted several items.

- There was a positive response to both Pride Month events in Waukegan and Highwood, and an inquiry from a reporter for an article that resulted.
- There has been lots of movement of books and shelves in preparation for renovation. With uncertain timing of grant approval, Mr. Knutson is coming end July/early August, and operations will move over to meeting room in the meantime.
- The Health Equity team coming to life. Liability insurance coverage was issued in mid-June. They are beginning to take appointments for individual counseling, and have already done some group work. Promotoras de salud are connecting with community members with walks combined with education. They always seek other avenues to engage with community members on health topics.
- Testing is ongoing within the GED program.
- For Workforce Development, there is now more interest in citizenship, housing, taxes, so program is evolving to walk-in hours.
- Ms. Cleland was thanked for writing grant creating a partnership with Racial and Social Justice teams at Northshore Unitarian Church where they will share 5 months of plate donations, and their members are encouraged to become Friends as well.
- There is interest in participating in Highland Park 4th of July parade next year.
- Ms. Ramirez hopes that DCEO grant award notice will be July 10th. With bid process, 4-5 weeks after July 10th puts project completion of June 2023. Ms. Ramirez noted that State Library says construction must be completed in 2023.
- Ms. Wence attended a conference on Illinois Libraries Present which allows libraries to co-host big name authors, with cost based on IPLAR revenue. HPL would pay \$150 and board would be asked to sign an intergovernmental agreement at next meeting. It was noted that HPPL already participates and attendee registration is open. There was a question about whether there are there Spanish subtitles and a suggestion to offer viewing parties with translation.
- A staff member is working remotely for 5 more weeks; may still need to finalize new library logo process.
- Staff will receive training on ALICE (active shooter) from Lake County Sheriff tomorrow.

Committee Reports - None

Old Business

Library construction project update was provided during Director's Report.

Friends update was provided during President's Report.

The President noted the library is still waiting on proposal from accounting firm on reduced services from a CPA. ALA/ILA or other directors may know if this service is really needed.

New Business

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Ms. Regalado moved to approve the Fund Balance policy. Ms. Hospodarsky seconded and the motion carried unanimously.


The approval of Investment of Public Funds policy is tabled to next month while Mr. Muelver investigates with WinTrust the account insurance limits, now that library carries higher balances with pending construction funds.

Ms. Regalado moved to continue the practice of not allowing non-resident cards, Mr. Muelver seconded, and the motion carried unanimously.

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

Meeting adjourned at 8:23 pm.

Director's Report
July 25, 2022
Library Updates

<p>Library Renovation</p>	<p>Renovation planning: Mini Library</p> <ul style="list-style-type: none"> ● Renovation Planning: City Hall storage space - On June 29, a terrific team of volunteers including City Alderman Andy Peterson, Neil Smith and Heidi Smith worked with Janet to assemble shelving for library storage in the basement of City Hall. The space provides the extra storage capacity we'll need during library construction 										
<p>Building and Grounds</p>	<ul style="list-style-type: none"> ● Contacted A. Scopelliti to clean up lawn and garden. ● Little Tommy's Plumbing called to address sewer back-up on 6/9/22. 										
<p>Website and Technology</p>	<ul style="list-style-type: none"> ● In the month of June, the total number of client connections for the wireless patron network was 2948, for a daily average of 98 client connections. This was an increase from the daily average of 96 for May. The total wireless data delivered in June (30 days) was 462.89GB, a decrease from the May (31 days) total of 486.79GB. ● Jim Knutson will be in town during the second half of August to wire the mini library and address other tech related issues. His visit has been repeatedly rescheduled because of the DCEO grant delays. ● The original plan was to use the mini library exclusively; a hybrid plan is being developed that would enable the use of the main library using wireless connections. 										
<p>Communications</p>	<ul style="list-style-type: none"> ● None to report 										
<p>Reporting Requirements/Membership Renewals</p>	<ul style="list-style-type: none"> ● None to report 										
<p>Personnel/Professional Development</p>	<ul style="list-style-type: none"> ● All Staff attended the ALICE (Active Shooter) Training took place on 6/27/2022. ● Diana Alvey attended a 3 hour train the trainer Know Your Rights training. ● Diana and Aurora attended a 6 hour Adult Citizenship Education Training. 										
<p>Grant Update</p>	<p>Proposals were submitted to:</p> <table border="1" data-bbox="508 1812 1515 1988"> <thead> <tr> <th>Funder Name</th> <th>Program Focus</th> <th>Amount</th> <th>Prior Relationship with Funder</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Public Libraries of America</td> <td>Digital Literacy</td> <td>\$7,000</td> <td>New funder</td> <td>pending</td> </tr> </tbody> </table>	Funder Name	Program Focus	Amount	Prior Relationship with Funder	Status	Public Libraries of America	Digital Literacy	\$7,000	New funder	pending
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Public Libraries of America	Digital Literacy	\$7,000	New funder	pending							

	Healthcare Foundation of Northern Lake County – letter of intent	Health Equity	\$45,000	New funder	Invited to submit a proposal						
<p>Funding was received from:</p> <table border="1" data-bbox="511 273 1477 430"> <thead> <tr> <th data-bbox="511 273 885 357">Funder Name</th> <th data-bbox="885 273 1347 357">Program Focus</th> <th data-bbox="1347 273 1477 357">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="511 357 885 430">The Grainger Foundation</td> <td data-bbox="885 357 1347 430">Early literacy, Learning Partners and workforce development</td> <td data-bbox="1347 357 1477 430">\$75,000</td> </tr> </tbody> </table>						Funder Name	Program Focus	Amount	The Grainger Foundation	Early literacy, Learning Partners and workforce development	\$75,000
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The Grainger Foundation	Early literacy, Learning Partners and workforce development	\$75,000									
<p>Patron Services—Adults Program (Updates from Diana A. Janet, Yuliya, Aurora)</p>	<p>Computer Basics</p> <ul style="list-style-type: none"> We had 4 new students who requested and learned about using YouTube. This month classes focused on Google Apps, such as G-Mail, Calendar and Maps. <p>One on one Computer classes</p> <ul style="list-style-type: none"> One new patron signed up for a one on one class, we assisted her in setting up her new computer and downloading all available free Apps she might need. <p>GED</p> <ul style="list-style-type: none"> This month we had an average of 5 students attending at least one day a week. Students are working at their own pace. I teach a lesson, provide the material to study, test individually, and give feedback. 7 out of the 8 students who took the reading test passed. 6 out of the 8 students who took the writing test passed. Students' favorite tool to study is WhatsApp. We use this tool not only to send important information, but also to quiz each other. We have a group chat and students send mini quizzes, images and phrases that would help them remember important concepts. One more tool that I will incorporate is Quizlet. We will use this to learn vocabulary and important dates. <p>ESL intermediate virtual</p> <ul style="list-style-type: none"> This month we had 2 students attending consistently. This is a conversational class where students read and discuss a specific topic. Through authentic conversations students learn to rephrase and construct meaning. They learn to express their feelings. <p>ESL Advanced</p> <ul style="list-style-type: none"> We continue to recruit students for this level. There are 5 active students. This month students learned to conjugate and use verbs in the past tense. Students practiced by having small conversations among themselves. 										

- There is a positive learning environment in this class. Students feel confident sharing their own experiences in class and asking for clarification when needed.

ESL Basic Level

- This month we had an average of 8 students consistently attending class.
- This month we focused on developing students' vocabulary to talk about the summer.
- During these classes, students enjoyed learning new and useful vocabulary for this summer.
- Students used images to describe what was happening.
- Students were able to use the future tense to describe activities that can be done in the summer.
- Students were able to conjugate some verbs, such as “to go,” “to visit,” “to have,” and “to eat” in the past tense to tell what they did in past summers.
- We continue to use Quizlet to learn new vocabulary. This is a simple and fun learning tool that everyone loves.



SSL (Spanish as a Second Language)

Session #5

- We currently have 4 students consistently attending class.
- The intermediate level has a WhatsApp group where they ask questions and exchange information. Most of the conversations are in Spanish in the group chat.
- To celebrate the end of the session we visited “La Casa de Isaac” and students were able to order their meal in Spanish.



Sewing Basics Class

- Participants continue to work on independent projects. One of the participants expressed how thrilled she was with the opportunity to participate in a program where she can learn new sewing skills while she saves money fixing her clothes

Workforce Development

- Drop in Hours have been very successful. The needs of the community are better met through this more open accessibility and scheduling.
- A new patron requested assistance with updating her resume and completing an online job application. After successfully sending her application she was invited to complete an online job skills training. The Workforce Dev. Manager assisted the patron in understanding concepts through translation and skills testing. Patron was able to successfully complete her training and happily began employment as a home care aide after many months of unemployment.
- Another patron requested assistance in completing their Food Handler's certification. Patron was assisted by learning basic computer skills, reading and reviewing information and completion of skills assessment to receive certification.
- On a lighter note, a young patron requested assistance tying a tie in preparation for his graduation pictures. He and his mother were shown how to properly tie a tie!
- June has continued with an increase in patrons being served and an ever-expanding variety of needs being addressed.

Community Health Workers (CHW) – Promotores

Charlas con propósito/Conversations with purpose:

- Dietitian Ivys Ramirez provided education on health risks related to high sugar intake and shared alternative options to implement healthier food in daily life.

- The Health Equity Team provided education on vision care and common illnesses and how to prevent these.
- A guest speaker Jorge Vidal facilitated a dialogue about myths pertaining to men's mental health and barriers to access therapy or emotional support. Also shared ways in which family members can offer support in healthy ways.
- Firefighter Angel Gonzaga provided education on preventing burns and home fires, and the importance of maintaining the carbon monoxide device activated.



- Families gathered together at Everts Park to play several games and shared a discussion about the physical and emotional benefits of practicing physical games as a family.



- **Walking for your health** - Families gathered 3 Saturdays this month to walk between 3-5 miles and discussed the benefits of engaging in physical exercise.
- **Post-traumatic stress** - Provided education on post-traumatic stress, symptoms, and healthy ways to better cope with PTSD.
- **Social Isolation** - The team provided education on the effects of isolation in mental and physical health. Students learned techniques to help improve quality of life.
- **If life puts you to the test Workshop** - education and tools on how to overcome a personal crisis was provided. One of the participants

shared... "I learned that I don't have to stop being a mother to give myself more time for myself"

- **Understanding Psychotherapy and how it works** - education on how to choose a therapist was provided along with guidelines on how therapy works, how to select a provider, and what to expect from the therapeutic process. One of the participants shared... "It was good to learn that there are options and support, and you should not be afraid to seek help"
- **Grupo de Apoyo para padres/Parent Support Group** - Support group for adults to provide psychoeducation on healthy ways to manage emotions.
- **Youth Group at Northwood:** 6th-8th grade students participated in a summer program to learn creative ways of identifying and channeling emotions. Program to continue every Monday and Wednesday until 07/27/2022

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

**On-going Children’s Programming
Preschool Storytime**

- July continues to show growth in program participation, four new families attended Preschool Storytime in the month of July.

Storytime & Craft

- Children had an awesome time using their creativity and imagination in crafting fun and inclusive crafts and more.



Displays

- In the month of June Alice worked with five TAB members to create a Dinosaur themed display in the children’s department. This display included a Dinosaur fossil book and craft, it also included a Storytime & Craft created and implemented by one of our TAB members. The display has been very well received by parents and children and the books selected by Alice & TAB are circulating well!

Special Events and Crafts:

Art Center of Highland Park Partnership

- Our partnership with The Art Center of Highland Park allowed us to do a guided Suncatcher making program with their presenter Heather. As always, they provided all the materials, parents and kids really enjoyed the project. We will continue to offer these engaging programs in partnership with TAC.

Summer Reading Kickoff

- Summer Reading Kickoff, there was a wonderful turnout of community members and Teen Advisory Board volunteers. We partnered with ten local organizations including the Brushwood Center, K9 Reading Buddies of the North Shore, Mano a Mano, and the Wildlife Discovery Center.
- This year's Summer Reading program began June 11th and will continue through August 13th. It provides an exciting opportunity and motivation for Children, Teens, and Adults to continue to grow as readers throughout the Summer months. Children earn merit badges as they read and are entered into weekly raffles through their book submissions. Teens are entered into a grand prize raffle to be announced August 13th.



Rain or Shine Writing Group

- This program is held every other Tuesday at 1:00pm in Everts Park. The purpose of this program is to provide a structured opportunity for children and teens (ages 10+) to express themselves creatively through writing. This program was created to accompany the Summer Reading Program theme, "Read Beyond the Beaten Path," and encourages participants to spend time outdoors.
- Although this program has so far been attended by a very small group, participants have reported to Alice that journaling has had a positive impact on them emotionally.

Ice Cream Social

- Diana and Alice saw a need to continue connecting with students during the summer months and decided to put together an incredibly successful Ice Cream Social event for children and teens. It was all smiles and fun to be had.



K9 Reading Buddy Days (Beyond the Beaten Path)

- This program is a continuation of our ongoing partnership with K9 Reading Buddies of the North Shore. Throughout the Summer we are hosting bi-weekly Reading Buddy Days (Tuesdays at 1:00pm in Everts Park) to provide families with as many opportunities as possible to connect with this valuable resource.
- During their session's participants read to a licensed therapy dog. All of the families have responded so positively to the program and the program slots fill up quickly. We are in communication with K9 Reading Buddies director, and we hope to continue the program beyond the originally planned end date of August 9th.



**Patron Services—Teen
(Program Updates from
Rachel and Diana)**

Homework Help

- None to report this month

Teen Advisory Board

- In the month of June, beyond their usual weekly volunteer opportunities within the library, TAB members participated in three volunteering events; Highwood Pride, Lake County Pride, and Summer Reading Kickoff. TAB members were integral to the success of these events and did an amazing job working with members of the community on crafts and games. We welcomed three additional TAB members in the month of June.



Book Buffet

- For June's Teen Book Buffet participants read "The Golden Sheep Vol. 1." This Book Buffet saw increased participation from teens outside of TAB. Book Buffet encourages attendees to read, discuss, and think critically about texts they are interested in while enjoying snacks and foods related to the books they read.
- This month Alice and TAB discussed the future of Book Buffet and decided to establish it as specifically a Graphic Novel and Manga event. This reflects the interests of TAB and other young adults in the community.
- Two new participants came to June's book buffet thanks to our outreach efforts. Both had a wonderful time and joined TAB board. These two new TAB members have been at the library weekly to volunteer and attend all TAB events.

Craft Cafe

- Attendees painted their own canvas bags for June's Craft Cafe. Participants responded extremely well to the craft and continue to use their tote bags to carry books and other supplies.
- Craft Cafe gives participants an opportunity to connect with other community members and express themselves creatively in a safe and welcoming space.



Board meeting open items

None to report

Other updates

- **Admin/Accounting Current Month** - Rebecca and Lucy met to be better able to provide accurate and timely information for the annual budgeting process which begins in September.
- **Timeliness of Changes** - Laura and Rebecca are continuing to work towards being able to capture rapidly evolving changes as quickly as possible to relay information into our multiple reporting systems mainly involving payroll, benefits and grant spend downs.
- **Onboarding Packet** - Janet and Laura have identified the need for a streamlined onboarding process and have provided the framework to Rebecca to create an onboarding document set for new employees.

The Friends of the Highwood Public Library

Currently hosting tours/donor stewardships to gain support of our impact and sustainability campaign.

Highwood Public Library
Balance Sheet w/Prior Month Comparison
As of June 30, 2022

	Jun 30, 22	May 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10250 · BOH Building Renovation Account	1,451,559.35	1,451,559.35	0.00	0.0%
10100 · Petty Cash/Cash On Hand	50.00	50.00	0.00	0.0%
10201 · BOH General Fund Chk. (3563)				
10201.G · BOH - Grant Balance	603,530.31	568,178.21	35,352.10	6.2%
10201.1 · BOH - Operating	-51,446.59	12,450.05	-63,896.64	-513.2%
Total 10201 · BOH General Fund Chk. (3563)	552,083.72	580,628.26	-28,544.54	-4.9%
10206 · BOH Payroll Acct. Chk. (0133)	1,019.76	1,047.82	-28.06	-2.7%
10216 · IMET Capital Impr. Fund (8102)	3,678.49	3,675.39	3.10	0.1%
10221 · IMET Reserve Fund (8101)	20,176.60	20,159.57	17.03	0.1%
10240 · BOH Convenience Fund Chk (2208)	51.94	2,118.50	-2,066.56	-97.6%
Total 10000 · CASH & INVESTMENT ACCOUNTS	2,028,619.86	2,059,238.89	-30,619.03	-1.5%
Total Checking/Savings	2,028,619.86	2,059,238.89	-30,619.03	-1.5%
Other Current Assets				
13500 · Other Receivables	1,552.63	1,552.63	0.00	0.0%
14600 · Due from Primary Government	1,588.89	1,588.89	0.00	0.0%
14500 · Property Tax Receivable	292,500.41	292,500.41	0.00	0.0%
Total Other Current Assets	295,641.93	295,641.93	0.00	0.0%
Total Current Assets	2,324,261.79	2,354,880.82	-30,619.03	-1.3%
TOTAL ASSETS	2,324,261.79	2,354,880.82	-30,619.03	-1.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	23,710.90	11,054.06	12,656.84	114.5%
Total Accounts Payable	23,710.90	11,054.06	12,656.84	114.5%
Other Current Liabilities				
22000 · Payroll Liabilities				
22102 · Payroll Tax Liability	3,932.17	3,932.17	0.00	0.0%
22101 · Insurance Payable	1,703.72	1,363.68	340.04	24.9%
22100 · IMRF W/H Payable	8,842.37	5,154.14	3,688.23	71.6%
22000 · Payroll Liabilities - Other	305.07	305.07	0.00	0.0%
Total 22000 · Payroll Liabilities	14,783.33	10,755.06	4,028.27	37.5%
24000 · Deferred Property Taxes	292,500.41	292,500.41	0.00	0.0%

5:20 PM

07/20/22

Accrual Basis

Highwood Public Library
Balance Sheet w/Prior Month Comparison
As of June 30, 2022

	Jun 30, 22	May 31, 22	\$ Change	% Change
Total Other Current Liabilities	307,283.74	303,255.47	4,028.27	1.3%
Total Current Liabilities	330,994.64	314,309.53	16,685.11	5.3%
Total Liabilities	330,994.64	314,309.53	16,685.11	5.3%
Equity				
32000 - Unrestricted Net Assets	1,305,863.86	1,305,863.86	0.00	0.0%
Net Income	687,403.29	734,707.43	-47,304.14	-6.4%
Total Equity	1,993,267.15	2,040,571.29	-47,304.14	-2.3%
TOTAL LIABILITIES & EQUITY	2,324,261.79	2,354,880.82	-30,619.03	-1.3%

Highwood Public Library
Profit & Loss YTD Budget vs. Actual
 May through June 2022

	May - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	118,808.84	292,500.00	-173,691.16	40.6%
41200 · Tax Revenue - PPRT	0.00	2,500.00	-2,500.00	0.0%
41300 · Grants				
41330 · Temp. Restricted Grant- Bldg	-6,112.71	0.00	-6,112.71	100.0%
41320 · Temp. Restricted Grant Programs	472,903.33	0.00	472,903.33	100.0%
41300.1 · Per Capita Grant	0.00	7,000.00	-7,000.00	0.0%
Total 41300 · Grants	466,790.62	7,000.00	459,790.62	6,668.4%
41400 · Interest & Dividends	33.60	40.00	-6.40	84.0%
Total 41000 · GENERAL REVENUES	585,633.06	302,040.00	283,593.06	193.9%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	2.80	800.00	-797.20	0.4%
42300 · Book Sales	44.23	0.00	44.23	100.0%
42600 · Photocopier	238.10	1,800.00	-1,561.90	13.2%
42900 · Gifts & Donations				
42900.2 · Friends of the Library	5,000.00	0.00	5,000.00	100.0%
42900.1 · General Gifts & Donations	1,000.00	0.00	1,000.00	100.0%
42900.3 · Renovation Donations	300,000.00	0.00	300,000.00	100.0%
Total 42900 · Gifts & Donations	306,000.00	0.00	306,000.00	100.0%
Total 42000 · OPERATING REVENUES	306,285.13	2,600.00	303,685.13	11,780.2%
Total Income	891,918.19	304,640.00	587,278.19	292.8%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	37,690.53	199,054.00	-161,363.47	18.9%
51110 · Bonuses/Overtime	0.00	11,500.00	-11,500.00	0.0%
51115 · IMRF Expense	2,658.12	18,440.11	-15,781.99	14.4%
51120 · Medical/Health Insurance	782.21	12,879.22	-12,097.01	6.1%
51125 · Dental Insurance	-112.97	0.00	-112.97	100.0%
51130 · Life Insurance	17.25	1,774.08	-1,756.83	1.0%
51135 · Vision Insurance	-30.12	0.00	-30.12	100.0%
51140 · Employer FICA	3,091.66	15,227.63	-12,135.97	20.3%
51200 · Unemployment Expense	159.23	0.00	159.23	100.0%
51999 · Payroll Processing Fees	429.57	1,689.00	-1,259.43	25.4%
Total 51000 · PERSONNEL & BENEFITS	44,685.48	260,564.04	-215,878.56	17.1%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	540.79	3,500.00	-2,959.21	15.5%
52100.2 · Books F - Children/Juvenile	312.04	1,500.00	-1,187.96	20.8%

Highwood Public Library
Profit & Loss YTD Budget vs. Actual
 May through June 2022

	May - Jun 22	Budget	\$ Over Budget	% of Budget
52100.3 · Books F - Young Adult	22.98	1,265.00	-1,242.02	1.8%
52100.4 · Books F - Spanish Adult	76.87	750.00	-673.13	10.2%
52100.5 · Books F - Spanish Chld./Juv.	0.00	1,500.00	-1,500.00	0.0%
Total 52100 · Books, Fiction	952.68	8,515.00	-7,562.32	11.2%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	147.67	2,000.00	-1,852.33	7.4%
52150.2 · Books NF - Children/Juvenile	23.52	2,000.00	-1,976.48	1.2%
52150.4 · Books NF - Spanish	45.55	1,000.00	-954.45	4.6%
Total 52150 · Books, Non-Fiction	216.74	5,000.00	-4,783.26	4.3%
52200 · A/V Materials				
52200.6 · A/V Games	0.00	800.00	-800.00	0.0%
52200.1 · A/V - Adult	0.00	1,800.00	-1,800.00	0.0%
52200.2 · A/V - Children/Juvenile	0.00	1,000.00	-1,000.00	0.0%
Total 52200 · A/V Materials	0.00	3,600.00	-3,600.00	0.0%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	0.00	1,200.00	-1,200.00	0.0%
52350.4 · On-Line - eRead	0.00	575.00	-575.00	0.0%
Total 52350 · On-Line Resources	0.00	1,775.00	-1,775.00	0.0%
52400 · Periodicals				
52400.1 · Periodicals - Adult	1,127.96	3,500.00	-2,372.04	32.2%
52400.3 · Periodicals - Subscription Svc	678.65	900.00	-221.35	75.4%
Total 52400 · Periodicals	1,806.61	4,400.00	-2,593.39	41.1%
52600 · Book Standing Orders				
52600.2 · Book SO - Children/Juvenile	3,198.80	1,750.00	1,448.80	182.8%
Total 52600 · Book Standing Orders	3,198.80	1,750.00	1,448.80	182.8%
52650 · Processing Supplies	69.28	800.00	-730.72	8.7%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	6,244.11	25,840.00	-19,595.89	24.2%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.3 · Program Fac- Child	0.00	2,000.00	-2,000.00	0.0%
53100.2 · Program Fac- Young Adult	0.00	600.00	-600.00	0.0%
Total 53100 · Library Program Facilitators	0.00	2,600.00	-2,600.00	0.0%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	649.10	1,000.00	-350.90	64.9%
53200.2 · Prog. Suppl. - Children	298.49	2,600.00	-2,301.51	11.5%

Highwood Public Library
Profit & Loss YTD Budget vs. Actual
 May through June 2022

	May - Jun 22	Budget	\$ Over Budget	% of Budget
53200.3 · Prog. Suppl. - Young Adult	25.40	1,000.00	-974.60	2.5%
Total 53200 · Program Supplies	972.99	4,600.00	-3,627.01	21.2%
Total 53000 · PROGRAMMING	972.99	7,200.00	-6,227.01	13.5%
54000 · GRANT EXPENSES				
54196 · Liability/Property Insurance	2,840.00	0.00	2,840.00	100.0%
54132 · Medical/Dental Benefits	2,741.51	0.00	2,741.51	100.0%
54131 · IMRF Expense	4,568.29	0.00	4,568.29	100.0%
54155 · Travel Reimbursement	104.80	0.00	104.80	100.0%
54195 · Training Expense	739.65	0.00	739.65	100.0%
54135 · Grant Program Supplies	692.35	0.00	692.35	100.0%
54185 · Grant Telecommunications	29.98	0.00	29.98	100.0%
54110 · Contracted Services	41,338.58	0.00	41,338.58	100.0%
54130 · Employer FICA	6,134.67	0.00	6,134.67	100.0%
54120 · Wages & Salaries	86,295.94	0.00	86,295.94	100.0%
Total 54000 · GRANT EXPENSES	145,485.77	0.00	145,485.77	100.0%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	97.44	1,200.00	-1,102.56	8.1%
55100.2 · Library Board Expense	469.20	600.00	-130.80	78.2%
55100.3 · Travel Reimbursement	0.00	200.00	-200.00	0.0%
Total 55100 · Library Board & Staff Expenses	566.64	2,000.00	-1,433.36	28.3%
55200 · Technology				
55200.1 · Circulation System (ILS)	0.00	1,500.00	-1,500.00	0.0%
55200.2 · Baker/Taylor TS3 Search System	0.00	1,800.00	-1,800.00	0.0%
55200.3 · Website	0.00	1,000.00	-1,000.00	0.0%
55200.5 · Hardware Purchases	19.91	2,500.00	-2,480.09	0.8%
55200.6 · Software	0.00	800.00	-800.00	0.0%
Total 55200 · Technology	19.91	7,600.00	-7,580.09	0.3%
55300 · Furniture & Equipment				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%
55300.2 · Equipment Leases (Copier)	-291.33	0.00	-291.33	100.0%
55300.3 · Equipment Purchases	0.00	250.00	-250.00	0.0%
Total 55300 · Furniture & Equipment	-291.33	550.00	-841.33	-53.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	1,064.62	6,000.00	-4,935.38	17.7%
55400.3 · Membership Dues/Fees	0.00	1,140.00	-1,140.00	0.0%
55400.4 · Licensing Fees	0.00	4,221.00	-4,221.00	0.0%
55400.5 · Postage & Shipping Fees	0.00	700.00	-700.00	0.0%
55400.6 · Telecommunications/Internet	481.66	3,600.00	-3,118.34	13.4%

Highwood Public Library
Profit & Loss YTD Budget vs. Actual
 May through June 2022

	May - Jun 22	Budget	\$ Over Budget	% of Budget
55400.7 · Utilities	0.00	600.00	-600.00	0.0%
55400.8 · Liability/Property Insurance	0.00	3,500.00	-3,500.00	0.0%
55400.9 · Workers Compensation Insurance	0.00	240.00	-240.00	0.0%
Total 55400 · General Office/Administration	1,546.28	20,001.00	-18,454.72	7.7%
55500 · Outreach & Public Relations				
55500.2 · Public Relations - Gen. Library	0.00	1,500.00	-1,500.00	0.0%
55500.3 · Community Outreach/Relations	0.00	500.00	-500.00	0.0%
55500.7 · Newsletter	46.00	276.00	-230.00	16.7%
Total 55500 · Outreach & Public Relations	46.00	2,276.00	-2,230.00	2.0%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.1 · Wire Transfers	0.00	44.00	-44.00	0.0%
55600.3 · Other Bank Fees	0.00	150.00	-150.00	0.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	0.00	194.00	-194.00	0.0%
Total 55000 · GENERAL ADMINISTRATION	1,887.50	32,621.00	-30,733.50	5.8%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	500.00	6,250.00	-5,750.00	8.0%
56200 · Cleaning Services	1,938.00	8,000.00	-6,062.00	24.2%
56300 · IT/Computer Services	0.00	6,000.00	-6,000.00	0.0%
56400 · Legal Services	0.00	500.00	-500.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	2,633.05	2,000.00	633.05	131.7%
56500.2 · Maintenance Svcs. - Exterior	168.00	125.00	43.00	134.4%
Total 56500 · Maintenance Services	2,801.05	2,125.00	676.05	131.8%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	5,239.05	22,875.00	-17,635.95	22.9%
Total Expense	204,514.90	349,100.04	-144,585.14	58.6%
Net Ordinary Income	687,403.29	-44,460.04	731,863.33	-1,546.1%
Net Income	687,403.29	-44,460.04	731,863.33	-1,546.1%

Highwood Public Library
Profit & Loss w/Prior Month Comparison
June 2022

	Jun 22	May 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	106,666.17	12,142.67	94,523.50	778.4%
41300 · Grants				
41330 · Temp. Restricted Grant- Bldg	0.00	-6,112.71	6,112.71	100.0%
41320 · Temp. Restricted Grant Programs	0.00	472,903.33	-472,903.33	-100.0%
Total 41300 · Grants	0.00	466,790.62	-466,790.62	-100.0%
41400 · Interest & Dividends	20.13	13.47	6.66	49.4%
Total 41000 · GENERAL REVENUES	106,686.30	478,946.76	-372,260.46	-77.7%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	0.00	2.80	-2.80	-100.0%
42300 · Book Sales	0.00	44.23	-44.23	-100.0%
42600 · Photocopier	75.90	162.20	-86.30	-53.2%
42900 · Gifts & Donations				
42900.2 · Friends of the Library	0.00	5,000.00	-5,000.00	-100.0%
42900.1 · General Gifts & Donations	0.00	1,000.00	-1,000.00	-100.0%
42900.3 · Renovation Donations	0.00	300,000.00	-300,000.00	-100.0%
Total 42900 · Gifts & Donations	0.00	306,000.00	-306,000.00	-100.0%
Total 42000 · OPERATING REVENUES	75.90	306,209.23	-306,133.33	-100.0%
Total Income	106,762.20	785,155.99	-678,393.79	-86.4%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	28,812.00	8,878.53	19,933.47	224.5%
51115 · IMRF Expense	1,611.86	1,046.26	565.60	54.1%
51120 · Medical/Health Insurance	958.95	-176.74	1,135.69	642.6%
51125 · Dental Insurance	-34.89	-78.08	43.19	55.3%
51130 · Life Insurance	17.25	0.00	17.25	100.0%
51135 · Vision Insurance	-13.54	-16.58	3.04	18.3%
51140 · Employer FICA	2,430.57	661.09	1,769.48	267.7%
51200 · Unemployment Expense	159.23	0.00	159.23	100.0%
51999 · Payroll Processing Fees	318.44	111.13	207.31	186.6%
Total 51000 · PERSONNEL & BENEFITS	34,259.87	10,425.61	23,834.26	228.6%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	142.99	397.80	-254.81	-64.1%
52100.2 · Books F - Children/Juvenile	139.26	172.78	-33.52	-19.4%
52100.3 · Books F - Young Adult	0.00	22.98	-22.98	-100.0%
52100.4 · Books F - Spanish Adult	76.87	0.00	76.87	100.0%

Highwood Public Library
Profit & Loss w/Prior Month Comparison
June 2022

	Jun 22	May 22	\$ Change	% Change
Total 52100 · Books, Fiction	359.12	593.56	-234.44	-39.5%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	96.48	51.19	45.29	88.5%
52150.2 · Books NF - Children/Juvenile	10.99	12.53	-1.54	-12.3%
52150.4 · Books NF - Spanish	0.00	45.55	-45.55	-100.0%
Total 52150 · Books, Non-Fiction	107.47	109.27	-1.80	-1.7%
52400 · Periodicals				
52400.1 · Periodicals - Adult	291.91	836.05	-544.14	-65.1%
52400.3 · Periodicals - Subscription Svc	0.00	678.65	-678.65	-100.0%
Total 52400 · Periodicals	291.91	1,514.70	-1,222.79	-80.7%
52600 · Book Standing Orders				
52600.2 · Book SO - Children/Juvenile	0.00	3,198.80	-3,198.80	-100.0%
Total 52600 · Book Standing Orders	0.00	3,198.80	-3,198.80	-100.0%
52650 · Processing Supplies	20.84	48.44	-27.60	-57.0%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	779.34	5,464.77	-4,685.43	-85.7%
53000 · PROGRAMMING				
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	516.03	133.07	382.96	287.8%
53200.2 · Prog. Suppl. - Children	243.03	55.46	187.57	338.2%
53200.3 · Prog. Suppl. - Young Adult	0.00	25.40	-25.40	-100.0%
Total 53200 · Program Supplies	759.06	213.93	545.13	254.8%
Total 53000 · PROGRAMMING	759.06	213.93	545.13	254.8%
54000 · GRANT EXPENSES				
54196 · Liability/Property Insurance	2,840.00	0.00	2,840.00	100.0%
54132 · Medical/Dental Benefits	3,902.59	-1,161.08	5,063.67	436.1%
54131 · IMRF Expense	2,993.45	1,574.84	1,418.61	90.1%
54155 · Travel Reimbursement	0.00	104.80	-104.80	-100.0%
54195 · Training Expense	739.65	0.00	739.65	100.0%
54135 · Grant Program Supplies	269.09	423.26	-154.17	-36.4%
54185 · Grant Telecommunications	14.99	14.99	0.00	0.0%
54110 · Contracted Services	28,376.00	12,962.58	15,413.42	118.9%
54130 · Employer FICA	4,813.78	1,320.89	3,492.89	264.4%
54120 · Wages & Salaries	68,469.61	17,826.33	50,643.28	284.1%
Total 54000 · GRANT EXPENSES	112,419.16	33,066.61	79,352.55	240.0%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	27.44	70.00	-42.56	-60.8%

Highwood Public Library
Profit & Loss w/Prior Month Comparison
June 2022

	Jun 22	May 22	\$ Change	% Change
55100.2 · Library Board Expense	469.20	0.00	469.20	100.0%
Total 55100 · Library Board & Staff Expenses	496.64	70.00	426.64	609.5%
55200 · Technology				
55200.5 · Hardware Purchases	0.00	19.91	-19.91	-100.0%
Total 55200 · Technology	0.00	19.91	-19.91	-100.0%
55300 · Furniture & Equipment				
55300.2 · Equipment Leases (Copier)	0.00	-291.33	291.33	100.0%
Total 55300 · Furniture & Equipment	0.00	-291.33	291.33	100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	799.39	265.23	534.16	201.4%
55400.6 · Telecommunications/Internet	240.83	240.83	0.00	0.0%
Total 55400 · General Office/Administration	1,040.22	506.06	534.16	105.6%
55500 · Outreach & Public Relations				
55500.7 · Newsletter	23.00	23.00	0.00	0.0%
Total 55500 · Outreach & Public Relations	23.00	23.00	0.00	0.0%
Total 55000 · GENERAL ADMINISTRATION	1,559.86	327.64	1,232.22	376.1%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	500.00	0.00	500.00	100.0%
56200 · Cleaning Services	988.00	950.00	38.00	4.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	2,633.05	0.00	2,633.05	100.0%
56500.2 · Maintenance Svcs. - Exterior	168.00	0.00	168.00	100.0%
Total 56500 · Maintenance Services	2,801.05	0.00	2,801.05	100.0%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	4,289.05	950.00	3,339.05	351.5%
Total Expense	154,066.34	50,448.56	103,617.78	205.4%
Net Ordinary Income	-47,304.14	734,707.43	-782,011.57	-106.4%
Net Income	-47,304.14	734,707.43	-782,011.57	-106.4%

Highwood Public Library Check Detail June 28 through July 25, 2022

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2315	07/19/2022	Aerex Pest Control Service, Inc.	Pest Control Treatment	10201.1 · BOH - Operating	-45.00
Bill	2464030	06/24/2022		Pest Control Treatment	56500.1 · Maintenance Svcs. - Interior	45.00
TOTAL						45.00
Bill Pmt -Check	2316	07/19/2022	Aurora Santos Santiago		10201.1 · BOH - Operating	-6,500.00
Bill	June 2022	06/13/2022	Lake County Community Foundation	June 2022 Spanish Literacy/Library Support/Genera	54110 · Contracted Services	3,250.00
Bill	06162022	06/16/2022	Lake County Community Foundation	Contracted ESL & Spanish GED Instruction	54110 · Contracted Services	3,250.00
TOTAL						6,500.00
Bill Pmt -Check	2317	07/19/2022	Avila, Yenni	Northwood Youth Support Group Program Supp	10201.1 · BOH - Operating	-46.74
Bill	07102022	07/10/2022	NorthShore University HealthSystem	Northwood Youth Support Group Program Supplies	54135 · Grant Program Supplies	46.74
TOTAL						46.74
Bill Pmt -Check	2318	07/19/2022	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-283.71
Bill	2036803454	06/14/2022		Books F - Adult	52100.1 · Books F - Adult	65.48
				Books NF - Adult	52150.1 · Books NF - Adult	16.52
				Processing Supplies	52650 · Processing Supplies	7.16
Bill	2036823837	06/14/2022		Adult SRP Prize	53200.1 · Prog. Suppl. - Adult	17.79
Bill	2036849455	06/21/2022		Books F - Adult	52100.1 · Books F - Adult	50.73
				Books NF - Adult	52150.1 · Books NF - Adult	17.70
				Processing Supplies	52650 · Processing Supplies	5.74
Bill	2036825854	06/22/2022		Books NF - Adult	52150.1 · Books NF - Adult	36.28
				Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	32.44
				Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	25.93
				Processing Supplies	52650 · Processing Supplies	7.94
TOTAL						283.71
Bill Pmt -Check	2319	07/19/2022	Castano, Sandra	Program Materials	10201.1 · BOH - Operating	-11.00
Bill	07102022	07/10/2022	NorthShore University HealthSystem	Program Materials	54135 · Grant Program Supplies	11.00
TOTAL						11.00
Bill Pmt -Check	2320	07/19/2022	City of Highwood.		10201.1 · BOH - Operating	-14,160.62
Bill	2022-May	06/24/2022		May 2022 Medical/Health Insurance	51120 · Medical/Health Insurance	1,340.26
				May 2022 Dental Insurance	51125 · Dental Insurance	82.23

Highwood Public Library Check Detail June 28 through July 25, 2022

Type	Num	Date	Name	Memo	Account	Original Amount
				May 2022 Vision Insurance	51135 · Vision Insurance	11.33
				May 2022 Life Insurance	51130 · Life Insurance	17.25
			Il State Library PAN	May 2022 Medical/Health Insurance	54132 · Medical/Dental Benefits	1,009.26
			1st Bank of Highland Park	May 2022 Medical/Health Insurance	54132 · Medical/Dental Benefits	580.12
			Community Catalyst, Inc.	May 2022 Medical/Health Insurance	54132 · Medical/Dental Benefits	872.00
			Julian Grace Foundation	May 2022 Medical/Health Insurance	54132 · Medical/Dental Benefits	290.67
			NorthShore University HealthSystem	May 2022 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,870.62
Bill	2022-June	07/13/2022		June 2022 Medical/Health Insurance	51120 · Medical/Health Insurance	1,340.26
				June 2022 Dental Insurance	51125 · Dental Insurance	78.08
				June 2022 Vision Insurance	51135 · Vision Insurance	20.73
				June 2022 Life Insurance	51130 · Life Insurance	17.25
			Il State Library PAN	June 2022 Medical/Health Insurance	54132 · Medical/Dental Benefits	1,009.26
			1st Bank of Highland Park	June 2022 Medical/Health Insurance	54132 · Medical/Dental Benefits	588.01
			Community Catalyst, Inc.	June 2022 Medical/Health Insurance	54132 · Medical/Dental Benefits	872.00
			Julian Grace Foundation	June 2022 Medical/Health Insurance	54132 · Medical/Dental Benefits	290.67
			NorthShore University HealthSystem	June 2022 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,870.62
TOTAL						14,160.62
Bill Pmt -Check	2321	07/19/2022	Dayton, Alice	Pride Day Supplies	10201.1 · BOH - Operating	-19.90
Bill	07102022	07/10/2022		Pride Day Supplies	53200.2 · Prog. Suppl. - Children	19.90
TOTAL						19.90
Bill Pmt -Check	2322	07/19/2022	Junior Library Guild	Children's Collection Development	10201.1 · BOH - Operating	-3,198.80
Bill	612675	05/01/2022		Children's Collection Development	52600.2 · Book SO - Children/Juvenile	3,198.80
TOTAL						3,198.80
Bill Pmt -Check	2323	07/19/2022	Lara, Maria	July 2022 Professional Cleaning Services	10201.1 · BOH - Operating	-950.00
Bill	07012022	07/13/2022		July 2022 Professional Cleaning Services	56200 · Cleaning Services	950.00
TOTAL						950.00
Bill Pmt -Check	2324	07/19/2022	Lomeli, Itzayana Rocio Gonzalez	July 2022 Commmunity Health Education Serv	10201.1 · BOH - Operating	-1,440.00
Bill	07012022	07/13/2022	NorthShore University HealthSystem	July 2022 Commmunity Health Education Services	54110 · Contracted Services	1,440.00
TOTAL						1,440.00
Bill Pmt -Check	2325	07/19/2022	Quill	Acct. #C359709	10201.1 · BOH - Operating	-475.65
Bill	25994598	06/23/2022		Toner	55400.2 · Office/Library Supplies	73.05

Highwood Public Library Check Detail June 28 through July 25, 2022

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	25985052	06/23/2022		Toner, Copy Paper, Paper Towel	55400.2 · Office/Library Supplies	402.60
TOTAL						475.65
Bill Pmt -Check	2326	07/19/2022	RAILS		10201.1 · BOH - Operating	-878.00
Bill	9401	07/01/2022		eRead Illinois Membership Fee	52350.4 · On-Line - eRead	478.00
Bill	9628	07/07/2022		HR Source Membership Fee - 07.01.22-06.30.23	55400.3 · Membership Dues/Fees	400.00
TOTAL						878.00
Bill Pmt -Check	2327	07/19/2022	Simon, Beatriz	July 2022 Commmunity Health Education Servic	10201.1 · BOH - Operating	-1,440.00
Bill	07012022	07/13/2022	NorthShore University HealthSystem	July 2022 Commmunity Health Education Services	54110 · Contracted Services	1,440.00
TOTAL						1,440.00
Bill Pmt -Check	2328	07/19/2022	Vergara, Oralia	July 2022 Allvax Community Health Education	10201.1 · BOH - Operating	-1,440.00
Bill	July 2022 Allvax	07/13/2022	NorthShore University HealthSystem	July 2022 Allvax Community Health Education	54110 · Contracted Services	1,440.00
TOTAL						1,440.00
Bill Pmt -Check	2329	07/19/2022	W.B. Olson Inc.	June 2022 HPL Addition & Renovation Design Si	10201.1 · BOH - Operating	-6,134.00
Bill	675-12	06/30/2022	Other- Library Renovation Project	HPL Addition & Renovation	54110 · Contracted Services	6,134.00
TOTAL						6,134.00
Bill Pmt -Check	2330	07/19/2022	Wence, Diana		10201.1 · BOH - Operating	-148.67
Bill	07012022	07/01/2022	Community Catalyst, Inc.	Plates and Bowls	54135 · Grant Program Supplies	30.48
Bill	07102022	07/10/2022		Public Notary Supplies	55400.2 · Office/Library Supplies	59.00
				Summer Reading Kick Off Supplies	53200.2 · Prog. Suppl. - Children	26.16
			NorthShore University HealthSystem	Northwoods Youth Group Materials	54135 · Grant Program Supplies	33.03
TOTAL						148.67
Bill Pmt -Check	2331	07/19/2022	Wigodner, Janet	Supplies Reimbursement	10201.1 · BOH - Operating	-62.58
Bill	07102022	07/10/2022		First Aid & Cleaning Supplies	55400.2 · Office/Library Supplies	62.58
TOTAL						62.58