



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

Location: Highwood Public Library
Monday, June 24, 2024 – 7 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
5. Secretary's report
 - a. Motion to approve minutes from May 28, 2024 regular meeting and executive session
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the June 2024 Invoices
8. Director's report
 - a. Public comment received via email and suggestion box
9. Committee reports
10. Old business
11. New business
 - a. Discussion of policies: Financial Management Policy, Meeting Room Policy
 - b. Motion to approve the presented policies
 - c. Review of Personnel Policy
 - d. Review of IPLAR Report
 - e. Renewal of contract for Illinet/OCLC (Online Computer Library Center) for cataloguing services
 - f. Approval to renew contract
 - g. Digital accessibility
12. Executive Session 5 ILCS 120/Sec 2(c) 1
 - a. Motion to approve items of action taken in executive session.
13. Adjournment

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

Board of Trustees

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

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

Laura Ramirez, Executive Director director@highwoodlibrary.org

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

Draft, not yet approved

**Highwood Library & Community Center
Board of Trustees Regular Meeting – May 28, 2024**

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

Ms. Hospodarsky called the meeting to order at 7:05 pm.

Public Comments – None

President’s Report

- President will share some links for trustees to improve their knowledge. Trustee education – sample bylaws, free programming for trustee training. Bring training back to board to share with all trustees- what training and summary. That can be reported in Per Capita Grant.
- President will email her Annual Report to the Board.
- Piacenza painting will move to the Highwood Historical Society.
- City Council reappointed Ms. Cleland and Ms. Regalado to the Board.

Mr. Muelver arrived at 7:06 pm

Secretary’s Report

Ms. Hospodarsky moved to approve the regular minutes from April 22, 2024, Ms. Loreda seconded, and the motion carried unanimously.

Communication

A collections agency confirmed Highland Park News was paid in April and issue is resolved. Director followed up with patron on outdoor positioning of sculpture and building art. Suggestion box: There was a comment on refreshments for kids. Staff is already working on a Zumba class for kids simultaneous to Charlas program.

Treasurer’s Report

Ms. Loreda presented the April financials and May invoices. The Finance Committee will meet before June board meeting.

- The accountant explained the large IMRF increase in past month was a writeoff, but did not explain wages increase.
- Nayax is printing station processing.
- La Union purchase was for grocery gift cards.

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

Director’s Report

Ms. Ramirez highlighted several items from her report.

- Potential board candidate has been referred to the President.
- Book Match books are in.

Draft, not yet approved

- Art Center is a valued partner, collaborating on Animal Junk sculptures and donating gift certificate for Summer Reading.
- Llama Llama pajama party will be offered quarterly.
- Teens are getting comfortable with Maker Space equipment and showing creativity so open maker sessions have been added.
- Adult literacy group attended an author presentation at Lake Forest College, and were educated on medical visits. A new volunteer is helping class members create small business websites.
- Health equity handled 105 appointments in past month.
- Workforce development kiosk will be installed in June.
- Early Voting hosting agreement is signed. A volunteer scheduling form will be sent out.
- Personnel committee approved Director's proposed changes. A Circulation Assistant position was filled. There were promotions within the Children's department and 3 part time positions have been posted to cover desk on nights/weekends.
- Budget impacts are being assessed due to Community Catalyst not funding FY25.
- Director is meeting with tech consultant to finalize IPLAR by end of June.
- Waiver from WB Olsen subcontractor needed; must have doors replaced by June 30. Audit is still incomplete, delaying reimbursements. Engagement letter for monthly oversight will have contract terms.
- Friends would like to have Annual Report professionally printed and mailed to select donors.
- Active library card holders increased over past year, and digital checkouts have increased substantially.
- Director explained the dashboard and noted all outcomes were met with one small exception.
- Mr. Martinez wondered about hosting author of I Am Not Your Perfect Mexican Daughter, who works with libraries.
- Library has longer opening hours for food pickup than Moraine Township so a shared system is being worked out.

Committee Reports

Technology: Need 2 new members to revitalize that committee. Director has one suggestion and Ms. Regalado will ask a former member.

Policy: Continuing monthly meetings. Ms. Regalado heard on webinar of updated ALA policy, and change has been made. Director has asked staff to be alert for changes that impact policies. Meeting Room policy has been reviewed by staff and finalized. A meeting room application form signed by users contains a liability clause. Personnel policy legal review just came back. Finance Committee will review Financial Management policy already updated by Policy. Ms. Ramirez noted the new Unattended Child policy seems to be working.

B&G: committee is still looking for committee members. They would like to review meeting room usage and whether sound quality could be improved.

Old Business

There was discussion on a strategic planning consultant. Ms. Regalado attended a multi-session webinar and will send out her notes. Some parts of plan development could be internal and

Draft, not yet approved

others are best with a consultant. Mr. Muelver had also attended a Kellogg training and drafted a RFP with Director. All documents should be placed in shared Board folder under Strategic Plan. Board agreed best timing was to complete organizational design and then do the plan.

New Business

Some board members will be guest readers at the summer reading kickoff event on June 15.

Ms. Regalado moved to approve the Meeting Room and ALA Core Values policies. Mr. Muelver seconded and the motion carried unanimously.

Annual Committee and Director reports are due. The Director/Library colorful printed annual report was distributed to Board. Policy Committee annual report was posted to shared drive and others will be added.

Ms. Hospodarsky talked with current Board officers. Ms. Pastroff will shadow Ms. Loreda in the Treasurer role and help develop robust and documented controls. She seeks a shadow for President role.

Ms. Hospodarsky nominated the current Board officers for another year, Mr. Muelver seconded, and the motion carried unanimously.

The slate for Executive Board, retaining current positions, was elected unanimously. President Lucy Hospodarsky, Vice President Janell Cleland, Treasurer Nora Loreda, Secretary Catherine Regalado.

Ms Hospodarsky moved to go into Executive Session for the purpose of 5 ILCS 120/Sec 2(c) 1, discussion of personnel. Ms. Regalado seconded and the motion carried unanimously.

Executive session entered at 8:12 pm.

Regular meeting was called back to order at 8:27 pm.

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

Meeting adjourned at 8:27 pm.

**Highwood Library & Community Center
Director's Report - June 24, 2024**

- Admin/Accounting Current Month**
- Lauterbach & Amen provided approval to submit FY23 financials to the auditors. Forvis's progress toward completion as of 6/6/24 is 20%.
- Records Retention**
- We are working on procedures for email records retention.
- Building & Grounds**
- Regular landscaping maintenance is taking place. We have reached out to vendors to offer quotes for roof repair for older section of roof, and for HVAC system of the teens & children's department.
- Website & Technology**
- Tim Yoder has joined the Technology Committee.
- Communications**
- Two requests were answered.
- Grant/Donor Update**
- Grant of \$150,000 from an Anonymous Foundation was received by the Friends of HLCC in support of General Operating.
 - Attended donor events: Highland Park Community Foundation grantee event, Field Museum Women in Science event, and Wayfarer Theatre Ribbon Cutting event
 - Tours were provided to donors Grainger Foundation and Christ Church.
 - Site visit with an Anonymous Foundation.
- Community Engagement**
- The Friends of the Highwood Public Library will host a table at the Highwood Summer Market on Wednesday, August 7th.

Library Services

*****Moving forward, we are providing a more concise report that captures highlights and success stories.*****

Success Story: In May, Alex B. taught a patron how to upload photos from her phone to a library computer. The patron then learned how to arrange photos in Word, and how to save them with file names. The patron was able to walk away learning a new skill through the hands-on experience.

- Adult Services has been working with our IT Consultant to set up on Explore More Illinois since April. There was a very technical issue with the system which caused it not to work. As of mid-June the issue has been resolved, and our library is offering Explore More Illinois to library card holders. Click here for more information:
<https://exploremore.quipugroup.net/>

**Adults Services
(Updates from Alex,
Aurora, Yuliya)**

Conversation Corner is a program open to all English language learners who want to improve their English speaking and comprehension skills in a safe and friendly environment. This interactive space is designed to facilitate English language learning through conversational practice. We launched this program on May 2nd, with the Lake County Job Center joining the group to present their resources. We had 4 students attend this conversation circle, where they enjoyed learning about job opportunities in Lake County and how to create a resume. Each student received a handout to help them start crafting their resume. During the session, one student introduced himself and shared his experiences learning English and searching for jobs. A presenter from the Lake County Job Center explained their services and informed students about the various opportunities available for job interview preparation and training programs.

Success Story: Aprendamos Juntos (Let's Learn Together) Tutoring Sessions

- A current ESL student felt behind in their ESL classes due to a lack of formal education in their native country. One of our dedicated volunteers met with her to teach

phonics, numbers, and basic writing skills. The tutor noted significant progress after just three meetings. The student, who initially struggled with reading and comprehension, was soon able to read and answer comprehension questions effectively. This month, she continues to make tremendous progress, demonstrating a strong commitment and eagerness to learn. She proudly shared that she is now reading in front of her congregation, a significant milestone in her journey. The tutor employs various methods to enhance her reading, writing, and communication skills. This tailored approach is helping her achieve remarkable improvements, showcasing the impact of dedicated literacy support and personalized instruction.

**Children's Department
(Diana W.)**

Highlight: Mother's Day Craft – 44 participants
Diana W. led a successful Mother's Day craft event where moms and their kids created special projects together. Participants decorated two types of paper frames with flower stickers and made handprint Shrinky Dink keychains. Diana guided the kids in choosing their paint colors and stamping their handprints on plastic sheets for shrinking. Afterwards, families worked together to create beaded keychains. The event was a wonderful opportunity for families to bond and create memorable keepsakes.



Highlight: STE(A)M Storytime & Craft (SLIME) – 36 participants
The STEAM Slime program for 3rd-5th graders was a huge success. To accommodate the number of participants, we moved the activity to the Community Room for more space. The kids thoroughly enjoyed the activity and demonstrated exceptional teamwork. When some struggled with achieving the right consistency and texture for their slime, their peers stepped in to help, collaborating to find solutions. This peer-to-peer interaction not only facilitated learning but also fostered teamwork and problem-solving skills among the participants. After all the kids had created their slime, Diana invited some parents to join in and make their own, with guidance from their children. The parents loved the activity and expressed significant interest in having more similar projects for adults. They mentioned that, despite the messiness, making slime was a fun and effective stress reliever.



Teen Services (Lauren)

Highlight: Book Buffet/Anime & Manga Club
Lauren has developed innovative ways to spark teens' interest in literary-focused events, addressing the challenge that many teens have not expressed interest in books or reading. This month, teens enjoyed a variety of South Korean snack items while discussing AAPI (Asian American and Pacific Islander) books. The overall favorite snack was the custard



cakes. After the discussion, they learned how to make paper cranes, blending cultural appreciation with hands-on creativity.

During the Anime/Manga Club, we hosted a Ramen Taste Test. Despite the intense heat of the 2x Spicy Buldak Ramen noodles, teens voted this flavor as one of their favorites. They also enjoyed the much milder black garlic & pork flavored Tonkatsu ramen. This engaging activity combined culinary adventure with their love for anime and manga.



These events successfully combined cultural experiences with literary discussions, making reading-related activities more appealing to teens.

Health Equity

Highlight: Case Management

- In May, our case manager addressed a variety of community needs, with a recurrent focus on food insecurity. The expansion of our Case Management services has been pivotal in supporting families facing food insecurity. One recipient expressed a profound sense of relief, sharing that due to illness, she is unable to work and struggles to meet her family's basic needs. The assistance provided has significantly alleviated her struggle to put food on the table.

Success Story: Support Group for Emotional Health of Migrant Women

- In May, the Group focused on empowerment, sexuality, assertiveness, and safety planning. The participants found these sessions particularly valuable in recognizing their own strengths, understanding empowerment, and enhancing their communication skills. One participant shared, "Thanks to the activities we have done in the group, I have been able to realize how important it is to be more assertive in my communication, and it has changed how I react to issues in my family." This testimony highlights the positive impact of the support group, demonstrating how participants are developing crucial skills to improve their personal and family lives.

Outreach

6th Grade Orientation Night @ Northwood (5/9/24)

- Diana W and Fabiola represented our library at Northwood's Incoming 6th Graders Orientation Night. Alongside monthly flyers, Diana brought the button machine to create custom pins for the kids who visited our table. This interactive approach allowed us to connect with students and parents, promoting our library's programs and resources in a fun and engaging way. Engagement: 24 people

Northwood Middle School Lunch Periods (5/28/24)

- The Youth Services team engaged with students during Northwood Middle School's lunch periods to promote Summer Reading and other June programming. The YA prize wheel made its grand debut at this outreach event and was an immediate hit with the middle schoolers. It was used to highlight the excitement and fun of the library's summer reading program for teens. Engagement: 90 middle schoolers



Board Meeting Open Items

- Reason behind IMRF wages increase in April: In March, there were 2 payrolls, but in April there were the 4/5 and 4/19 pay dates, then the 5/3 pay date costs which were assigned entirely to FY24 (4/30/24) as an accrual because they covered the pay period closing 4/28/24. This posts essentially as a 3rd payroll for April. Additionally, Business Manager is accruing 2 days of the 5/17 payroll (4/29 and 4/30) to FY24.
- Need 2 new members for Technology Committee: Tim Yoder has accepted a position on the technology committee.

- All documents related to Strategic Plan should be placed in Board folder under strategic plan: Done
- Annual Committee Reports: reminders have been sent to B&G and Finance Committees.

Other Updates
The Friends of the
Highwood Public
Library

- None
- June meeting was cancelled due to schedule conflict and illness. The Friends will meet in early July.

Highwood Public Library & Community Center
Balance Sheet w/Prior Month Comparison
As of May 31, 2024

	May 31, 24	Apr 30, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	50.00	50.00	0.00	0.0%
10110 · Gift Cards on Hand	2,169.44	169.44	2,000.00	1,180.4%
10130 · Nayax	7.92	22.30	-14.38	-64.5%
10201 · BOH General Fund Chk. (3563)				
10201.1 · BOH - Operating	280,513.83	360,339.32	-79,825.49	-22.2%
Total 10201 · BOH General Fund Chk. (3563)	280,513.83	360,339.32	-79,825.49	-22.2%
10203 · BOH General Fund Money Market	425,213.53	425,177.42	36.11	0.0%
10206 · BOH Payroll Acct. Chk. (0133)	10,343.49	45,876.20	-35,532.71	-77.5%
10216 · IMET Capital Impr. Fund (8102)	3,982.80	3,965.86	16.94	0.4%
10221 · IMET Reserve Fund (8101)	21,845.77	21,752.86	92.91	0.4%
10240 · BOH Convenience Fund Chk (2208)	2,415.65	2,621.58	-205.93	-7.9%
10250 · BOH Building Renovation Account	10,000.00	10,000.00	0.00	0.0%
Total 10000 · CASH & INVESTMENT ACCOUNTS	756,542.43	869,974.98	-113,432.55	-13.0%
Total Checking/Savings	756,542.43	869,974.98	-113,432.55	-13.0%
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	1,079,713.75	1,193,146.30	-113,432.55	-9.5%
TOTAL ASSETS	1,079,713.75	1,193,146.30	-113,432.55	-9.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	8,135.27	10,551.42	-2,416.15	-22.9%
Total Accounts Payable	8,135.27	10,551.42	-2,416.15	-22.9%
Other Current Liabilities				
22000 · Payroll Liabilities				
22101 · Insurance Payable	7,976.64	6,548.70	1,427.94	21.8%
Total 22000 · Payroll Liabilities	7,976.64	6,548.70	1,427.94	21.8%
23100 · Accrued Payroll	0.00	41,515.55	-41,515.55	-100.0%
24000 · Deferred Property Taxes	321,750.00	321,750.00	0.00	0.0%
Total Other Current Liabilities	329,726.64	369,814.25	-40,087.61	-10.8%
Total Current Liabilities	337,861.91	380,365.67	-42,503.76	-11.2%
Total Liabilities	337,861.91	380,365.67	-42,503.76	-11.2%
Equity				
32000 · Unrestricted Net Assets	812,780.63	1,291,227.32	-478,446.69	-37.1%
Net Income	-70,928.79	-478,446.69	407,517.90	85.2%
Total Equity	741,851.84	812,780.63	-70,928.79	-8.7%
TOTAL LIABILITIES & EQUITY	1,079,713.75	1,193,146.30	-113,432.55	-9.5%

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

May 2024

Accrual Basis

	May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	13,810.52	321,750.00	-307,939.48	4.3%
41200 · Tax Revenue - PPRT	0.00	5,000.00	-5,000.00	0.0%
41300 · Grants				
41305 · Per Capita Grant	0.00	7,400.00	-7,400.00	0.0%
41320 · Temp. Restricted Grant Programs	14,570.24	1,306,137.78	-1,291,567.54	1.1%
Total 41300 · Grants	14,570.24	1,313,537.78	-1,298,967.54	1.1%
41400 · Interest & Dividends	145.96	510.00	-364.04	28.6%
Total 41000 · GENERAL REVENUES	28,526.72	1,640,797.78	-1,612,271.06	1.7%
42000 · OPERATING REVENUES				
42600 · Photocopier	17.60	1,800.00	-1,782.40	1.0%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	800.00	-781.07	2.4%
42900.2 · Friends of the Library	2,000.00	5,937.00	-3,937.00	33.7%
Total 42900 · Gifts & Donations	2,018.93	6,737.00	-4,718.07	30.0%
Total 42000 · OPERATING REVENUES	2,036.53	8,537.00	-6,500.47	23.9%
Total Income	30,563.25	1,649,334.78	-1,618,771.53	1.9%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	15,358.53	184,541.68	-169,183.15	8.3%
51115 · IMRF Expense	560.80	7,732.32	-7,171.52	7.3%
51120 · Medical/Health Insurance	1,984.14	26,366.27	-24,382.13	7.5%
51130 · Life Insurance	22.18	288.29	-266.11	7.7%
51140 · Employer FICA	1,166.23	14,117.44	-12,951.21	8.3%
51999 · Payroll Processing Fees	128.00	2,542.40	-2,414.40	5.0%
Total 51000 · PERSONNEL & BENEFITS	19,219.88	235,588.40	-216,368.52	8.2%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	17.10	4,000.00	-3,982.90	0.4%
52100.2 · Books F - Children/Juvenile	207.36	2,500.00	-2,292.64	8.3%
52100.3 · Books F - Young Adult	116.33	1,500.00	-1,383.67	7.8%
52100.4 · Books F - Spanish Adult	0.00	750.00	-750.00	0.0%
52100.5 · Books F - Spanish Chld./Juv.	0.00	1,850.00	-1,850.00	0.0%
Total 52100 · Books, Fiction	340.79	10,600.00	-10,259.21	3.2%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	25.61	2,200.00	-2,174.39	1.2%
52150.2 · Books NF - Children/Juvenile	178.82	2,700.00	-2,521.18	6.6%
52150.4 · Books NF - Spanish	0.00	1,000.00	-1,000.00	0.0%
Total 52150 · Books, Non-Fiction	204.43	5,900.00	-5,695.57	3.5%
52200 · A/V Materials				
52200.1 · A/V - Adult	0.00	2,000.00	-2,000.00	0.0%
52200.2 · A/V - Children/Juvenile	0.00	1,100.00	-1,100.00	0.0%
52200.6 · A/V Games	0.00	1,000.00	-1,000.00	0.0%
Total 52200 · A/V Materials	0.00	4,100.00	-4,100.00	0.0%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	331.40	3,900.00	-3,568.60	8.5%
52350.4 · On-Line - eRead	0.00	650.00	-650.00	0.0%
52350.5 · On-Line - Libby	0.00	1,276.00	-1,276.00	0.0%
Total 52350 · On-Line Resources	331.40	5,826.00	-5,494.60	5.7%
52400 · Periodicals				
52400.1 · Periodicals - Adult	194.97	3,600.00	-3,405.03	5.4%

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

06/19/24

May 2024

Accrual Basis

	May 24	Budget	\$ Over Budget	% of Budget
52400.3 · Periodicals - Subscription Svc	623.90	900.00	-276.10	69.3%
Total 52400 · Periodicals	818.87	4,500.00	-3,681.13	18.2%
52650 · Processing Supplies	1.44	800.00	-798.56	0.2%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	1,696.93	31,726.00	-30,029.07	5.3%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	0.00	500.00	-500.00	0.0%
53100.2 · Program Fac- Young Adult	0.00	600.00	-600.00	0.0%
53100.3 · Program Fac- Child	260.00	2,000.00	-1,740.00	13.0%
Total 53100 · Library Program Facilitators	260.00	3,100.00	-2,840.00	8.4%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	0.00	1,000.00	-1,000.00	0.0%
53200.2 · Prog. Suppl. - Children	621.92	2,600.00	-1,978.08	23.9%
53200.3 · Prog. Suppl. - Young Adult	189.10	1,000.00	-810.90	18.9%
Total 53200 · Program Supplies	811.02	4,600.00	-3,788.98	17.6%
Total 53000 · PROGRAMMING	1,071.02	7,700.00	-6,628.98	13.9%
54000 · GRANT EXPENSES				
54110 · Contracted Services	16,130.00	346,536.00	-330,406.00	4.7%
54115 · Staff Development	0.00	20,335.00	-20,335.00	0.0%
54120 · Wages & Salaries	47,973.04	646,975.53	-599,002.49	7.4%
54125 · Bonuses/Overtime	0.00	42,471.38	-42,471.38	0.0%
54130 · Employer FICA	3,620.88	49,461.92	-45,841.04	7.3%
54131 · IMRF Expense	1,792.85	28,240.09	-26,447.24	6.3%
54132 · Medical/Dental Benefits	4,916.26	85,356.74	-80,440.48	5.8%
54135 · Grant Program Supplies	649.25	58,150.00	-57,500.75	1.1%
54155 · Travel Reimbursement	0.00	300.00	-300.00	0.0%
54185 · Grant Telecommunications	0.00	1,674.00	-1,674.00	0.0%
54195 · Training Expense	98.00	0.00	98.00	100.0%
54196 · Liability/Property Insurance	0.00	6,000.00	-6,000.00	0.0%
54198 · Misc. Staffing Costs	0.00	17,000.00	-17,000.00	0.0%
54199 · Indirect Costs to Operations	0.00	3,636.00	-3,636.00	0.0%
Total 54000 · GRANT EXPENSES	75,180.28	1,306,136.66	-1,230,956.38	5.8%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	468.00	3,800.00	-3,332.00	12.3%
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	468.00	4,600.00	-4,132.00	10.2%
55200 · Technology				
55200.1 · Circulation System (ILS)	0.00	1,200.00	-1,200.00	0.0%
55200.2 · Baker/Taylor TS3 Search System	0.00	1,800.00	-1,800.00	0.0%
55200.3 · Website	0.00	725.00	-725.00	0.0%
55200.5 · Hardware Purchases	0.00	1,000.00	-1,000.00	0.0%
55200.6 · Software	0.00	500.00	-500.00	0.0%
Total 55200 · Technology	0.00	5,225.00	-5,225.00	0.0%
55300 · Furniture & Equipment				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%
55300.3 · Equipment Purchases	0.00	250.00	-250.00	0.0%
Total 55300 · Furniture & Equipment	0.00	550.00	-550.00	0.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	501.35	6,263.15	-5,761.80	8.0%
55400.3 · Membership Dues/Fees	85.00	1,785.00	-1,700.00	4.8%
55400.4 · Licensing Fees	855.00	3,560.00	-2,705.00	24.0%
55400.5 · Postage & Shipping Fees	0.00	300.00	-300.00	0.0%

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

06/19/24

May 2024

Accrual Basis

	May 24	Budget	\$ Over Budget	% of Budget
55400.6 · Telecommunications/Internet	123.41	3,696.00	-3,572.59	3.3%
55400.8 · Liability/Property Insurance	0.00	11,646.00	-11,646.00	0.0%
55400.9 · Workers Compensation Insurance	0.00	3,100.00	-3,100.00	0.0%
Total 55400 · General Office/Administration	1,564.76	30,350.15	-28,785.39	5.2%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	500.00	500.00	0.00	100.0%
55500.7 · Newsletter	38.25	419.16	-380.91	9.1%
Total 55500 · Outreach & Public Relations	538.25	919.16	-380.91	58.6%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.1 · Wire Transfers	0.00	22.00	-22.00	0.0%
55600.3 · Other Bank Fees	0.00	20.00	-20.00	0.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	0.00	42.00	-42.00	0.0%
Total 55000 · GENERAL ADMINISTRATION	2,571.01	41,686.31	-39,115.30	6.2%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	0.00	2,650.00	-2,650.00	0.0%
56150 · Audit Services	0.00	4,000.00	-4,000.00	0.0%
56200 · Cleaning Services	1,539.00	6,000.00	-4,461.00	25.7%
56300 · IT/Computer Services	0.00	6,000.00	-6,000.00	0.0%
56400 · Legal Services	0.00	500.00	-500.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	68.92	4,732.00	-4,663.08	1.5%
56500.2 · Maintenance Svcs. - Exterior	110.00	1,800.00	-1,690.00	6.1%
Total 56500 · Maintenance Services	178.92	6,532.00	-6,353.08	2.7%
56600 · Hiring Services	35.00	815.00	-780.00	4.3%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	1,752.92	26,497.00	-24,744.08	6.6%
Total Expense	101,492.04	1,649,334.37	-1,547,842.33	6.2%
Net Ordinary Income	-70,928.79	0.41	-70,929.20	-17,299,704.9%
Net Income	-70,928.79	0.41	-70,929.20	-17,299,704.9%

Highwood Public Library & Community Center Profit & Loss w/Prior Month Comparison May 2024

	May 24	Apr 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	13,810.52	43.19	13,767.33	31,876.2%
41200 · Tax Revenue - PPRT	0.00	5,386.53	-5,386.53	-100.0%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	14,570.24	159,218.00	-144,647.76	-90.9%
41330 · Temp. Restricted Grant- Bldg	0.00	2,782.00	-2,782.00	-100.0%
Total 41300 · Grants	14,570.24	162,000.00	-147,429.76	-91.0%
41400 · Interest & Dividends	145.96	142.68	3.28	2.3%
Total 41000 · GENERAL REVENUES	28,526.72	167,572.40	-139,045.68	-83.0%
42000 · OPERATING REVENUES				
42600 · Photocopier	17.60	438.65	-421.05	-96.0%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	18.93	0.00	0.0%
42900.2 · Friends of the Library	2,000.00	0.00	2,000.00	100.0%
Total 42900 · Gifts & Donations	2,018.93	18.93	2,000.00	10,565.2%
Total 42000 · OPERATING REVENUES	2,036.53	457.58	1,578.95	345.1%
Total Income	30,563.25	168,029.98	-137,466.73	-81.8%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	15,358.53	35,321.46	-19,962.93	-56.5%
51115 · IMRF Expense	560.80	1,668.26	-1,107.46	-66.4%
51120 · Medical/Health Insurance	1,984.14	2,742.04	-757.90	-27.6%
51125 · Dental Insurance	0.00	0.00	0.00	0.0%
51130 · Life Insurance	22.18	25.88	-3.70	-14.3%
51135 · Vision Insurance	0.00	0.00	0.00	0.0%
51140 · Employer FICA	1,166.23	2,264.61	-1,098.38	-48.5%
51999 · Payroll Processing Fees	128.00	225.28	-97.28	-43.2%
Total 51000 · PERSONNEL & BENEFITS	19,219.88	42,247.53	-23,027.65	-54.5%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	17.10	301.12	-284.02	-94.3%
52100.2 · Books F - Children/Juvenile	207.36	54.14	153.22	283.0%
52100.3 · Books F - Young Adult	116.33	35.97	80.36	223.4%
52100.4 · Books F - Spanish Adult	0.00	177.79	-177.79	-100.0%
Total 52100 · Books, Fiction	340.79	569.02	-228.23	-40.1%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	25.61	179.93	-154.32	-85.8%
52150.2 · Books NF - Children/Juvenile	178.82	568.50	-389.68	-68.6%
52150.4 · Books NF - Spanish	0.00	447.32	-447.32	-100.0%
Total 52150 · Books, Non-Fiction	204.43	1,195.75	-991.32	-82.9%
52200 · A/V Materials				
52200.1 · A/V - Adult	0.00	-37.98	37.98	100.0%
52200.6 · A/V Games	0.00	563.70	-563.70	-100.0%
Total 52200 · A/V Materials	0.00	525.72	-525.72	-100.0%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	331.40	352.85	-21.45	-6.1%
Total 52350 · On-Line Resources	331.40	352.85	-21.45	-6.1%
52400 · Periodicals				
52400.1 · Periodicals - Adult	194.97	906.61	-711.64	-78.5%
52400.3 · Periodicals - Subscription Svc	623.90	0.00	623.90	100.0%

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

06/19/24

May 2024

Accrual Basis

	May 24	Apr 24	\$ Change	% Change
Total 52400 · Periodicals	818.87	906.61	-87.74	-9.7%
52650 · Processing Supplies	1.44	47.03	-45.59	-96.9%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	1,696.93	3,596.98	-1,900.05	-52.8%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.3 · Program Fac- Child	260.00	0.00	260.00	100.0%
Total 53100 · Library Program Facilitators	260.00	0.00	260.00	100.0%
53200 · Program Supplies				
53200.2 · Prog. Suppl. - Children	621.92	409.40	212.52	51.9%
53200.3 · Prog. Suppl. - Young Adult	189.10	25.17	163.93	651.3%
Total 53200 · Program Supplies	811.02	434.57	376.45	86.6%
Total 53000 · PROGRAMMING	1,071.02	434.57	636.45	146.5%
54000 · GRANT EXPENSES				
54110 · Contracted Services	16,130.00	16,216.00	-86.00	-0.5%
54115 · Staff Development	0.00	4,054.41	-4,054.41	-100.0%
54120 · Wages & Salaries	47,973.04	70,186.51	-22,213.47	-31.7%
54130 · Employer FICA	3,620.88	5,285.17	-1,664.29	-31.5%
54131 · IMRF Expense	1,792.85	2,895.30	-1,102.45	-38.1%
54132 · Medical/Dental Benefits	4,916.26	6,693.30	-1,777.04	-26.6%
54135 · Grant Program Supplies	649.25	3,739.87	-3,090.62	-82.6%
54185 · Grant Telecommunications	0.00	1,031.00	-1,031.00	-100.0%
54195 · Training Expense	98.00	0.00	98.00	100.0%
Total 54000 · GRANT EXPENSES	75,180.28	110,101.56	-34,921.28	-31.7%
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	0.00	89,032.00	-89,032.00	-100.0%
54520 · Grant Renovation Technology	0.00	0.00	0.00	0.0%
Total 54500 · Grant Building Renovation Expen	0.00	89,032.00	-89,032.00	-100.0%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	468.00	0.00	468.00	100.0%
55100.2 · Library Board Expense	0.00	200.00	-200.00	-100.0%
Total 55100 · Library Board & Staff Expenses	468.00	200.00	268.00	134.0%
55200 · Technology				
55200.5 · Hardware Purchases	0.00	218.98	-218.98	-100.0%
Total 55200 · Technology	0.00	218.98	-218.98	-100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	501.35	610.63	-109.28	-17.9%
55400.3 · Membership Dues/Fees	85.00	0.00	85.00	100.0%
55400.4 · Licensing Fees	855.00	443.04	411.96	93.0%
55400.6 · Telecommunications/Internet	123.41	317.40	-193.99	-61.1%
55400.8 · Liability/Property Insurance	0.00	2,470.00	-2,470.00	-100.0%
55400.9 · Workers Compensation Insurance	0.00	3,326.25	-3,326.25	-100.0%
Total 55400 · General Office/Administration	1,564.76	7,167.32	-5,602.56	-78.2%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	500.00	0.00	500.00	100.0%
55500.7 · Newsletter	38.25	38.25	0.00	0.0%
Total 55500 · Outreach & Public Relations	538.25	38.25	500.00	1,307.2%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.3 · Other Bank Fees	0.00	8.95	-8.95	-100.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	0.00	8.95	-8.95	-100.0%

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

06/19/24

Accrual Basis

May 2024

	May 24	Apr 24	\$ Change	% Change
Total 55000 · GENERAL ADMINISTRATION	2,571.01	7,633.50	-5,062.49	-66.3%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56200 · Cleaning Services	1,539.00	819.50	719.50	87.8%
56300 · IT/Computer Services	0.00	7,800.00	-7,800.00	-100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	68.92	601.98	-533.06	-88.6%
56500.2 · Maintenance Svcs. - Exterior	110.00	155.00	-45.00	-29.0%
Total 56500 · Maintenance Services	178.92	756.98	-578.06	-76.4%
56600 · Hiring Services	35.00	0.00	35.00	100.0%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	1,752.92	9,376.48	-7,623.56	-81.3%
Total Expense	101,492.04	262,422.62	-160,930.58	-61.3%
Net Ordinary Income	-70,928.79	-94,392.64	23,463.85	24.9%
Net Income	-70,928.79	-94,392.64	23,463.85	24.9%

Highwood Public Library & Community Center

Check Detail

May 28 through June 19, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	CC	05/31/2024	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-1,466.99
Bill	11117262095019448	05/08/2024		Bracelet Making Supplies	53200.2 · Prog. Suppl. - Children	70.94
Bill	11399455412188259	05/08/2024		Books F - Young Adult	52100.3 · Books F - Young Adult	78.35
Bill	11106481397121843	05/08/2024		*pending Tea Kettle & Toaster	55400.2 · Office/Library Supplies	44.98
Bill	11194249941223437	05/09/2024		Get Active Program Supplies	53200.2 · Prog. Suppl. - Children	200.25
Bill	11184410178765062	05/09/2024		Get Active Program Supplies	53200.2 · Prog. Suppl. - Children	36.69
Bill	11140592405709829	05/09/2024		Bracelet Making Supplies	53200.2 · Prog. Suppl. - Children	27.98
Bill	11373111347406630	05/09/2024		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	106.85
Bill	11193342526166633	05/10/2024		Children's Markers	53200.2 · Prog. Suppl. - Children	55.88
Bill	11111387116871402	05/13/2024		Father's Day Craft	53200.2 · Prog. Suppl. - Children	37.96
Bill	11300882928306653	05/13/2024		Books F - Young Adult	52100.3 · Books F - Young Adult	19.99
Bill	11314532600649857	05/13/2024		Books F - Young Adult	52100.3 · Books F - Young Adult	17.99
Bill	11167531251731455-1	05/18/2024		Painting Supplies	53200.2 · Prog. Suppl. - Children	21.99
Bill	11167531251731455-2	05/18/2024		Slime Supplies	53200.2 · Prog. Suppl. - Children	53.30
Bill	11100843789450639	05/19/2024		Painting Supplies	53200.2 · Prog. Suppl. - Children	19.99
Bill	11184893932501029	05/20/2024		Crayons, Markers, & Face Paint	53200.2 · Prog. Suppl. - Children	34.78
Bill	11102664437961026	05/21/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	5.99
				Glue	53200.2 · Prog. Suppl. - Children	7.25
Bill	11152835884589051	05/22/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	15.98
Bill	11137522519007405	05/22/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	8.76
Bill	11170949480952257	05/22/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	138.31
Bill	11161562197507460	05/23/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	25.94
Bill	11326335375323402	05/28/2024		Canon Toner	55400.2 · Office/Library Supplies	44.69
Bill	11155175187263421	05/29/2024		Vacuum Warranty	55400.2 · Office/Library Supplies	25.99
Bill	11111833122614610	05/29/2024		Vacuum, Notepads & Tape	55400.2 · Office/Library Supplies	179.14
Bill	11162149505180227	05/31/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	12.38
Bill	11180303397573066	05/01/2024	NorthShore University HealthSystem	Zumba Program Supplies	54135 · Grant Program Supplies	57.45
Bill	11180915817856268	05/30/2024		Books F - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	71.97
Bill	11307284781384248	05/12/2024		Cotton Balls & Masking Tape	53200.3 · Prog. Suppl. - Young Adult	45.22
TOTAL						1,466.99
Bill Pmt -Check	CC	05/31/2024	American Library Association / V	ALA Membership - D. Wence	10240 · BOH Convenience Fund Chk (2208)	-58.00
Bill	05032024	05/03/2024		ALA Membership - D. Wence	55100.1 · Staff Development	58.00
TOTAL						58.00
Bill Pmt -Check	CC	05/31/2024	Barnes & Noble	Adult Literacy ESL Textbooks (20)	10240 · BOH Convenience Fund Chk (2208)	-919.06
Bill	4152751685	05/17/2024	The Grainger Foundation Grant	Adult Literacy ESL Textbooks (20)	54135 · Grant Program Supplies	919.06
TOTAL						919.06

Highwood Public Library & Community Center

Check Detail

May 28 through June 19, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	CC	05/31/2024	Comcast	Telecom Services for 4/16-5/15/24	10240 · BOH Convenience Fund Chk (2208)	-132.95
Bill	04092024	04/09/2024		Telecom Services for 4/16-5/15/24	55400.6 · Telecommunications/Internet	132.95
TOTAL						132.95
Bill Pmt -Check	CC	05/31/2024	GigSalad	Summer Reading Facilitator/Performer	10240 · BOH Convenience Fund Chk (2208)	-260.00
Bill	7252479	05/11/2024		Summer Reading Facilitator/Performer	53100.3 · Program Fac- Child	260.00
TOTAL						260.00
Bill Pmt -Check	CC	05/31/2024	Google		10240 · BOH Convenience Fund Chk (2208)	-514.04
Bill	4976552479	04/30/2024	NorthShore University HealthSystem	Google Telecom for April	54185 · Grant Telecommunications	71.00
Bill	4966945783	04/30/2024		Google Workspace for April	55400.4 · Licensing Fees	443.04
TOTAL						514.04
Bill Pmt -Check	CC	05/31/2024	Gourmet Frog	Staff Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-9.41
Bill	05212024	05/21/2024	NorthShore University HealthSystem	Staff Meeting Supplies	54135 · Grant Program Supplies	9.41
TOTAL						9.41
Bill Pmt -Check	CC	05/31/2024	H Mart	Program Supplies	10240 · BOH Convenience Fund Chk (2208)	-89.88
Bill	05222024	05/22/2024		Ramen Supplies	53200.3 · Prog. Suppl. - Young Adult	89.88
TOTAL						89.88
Bill Pmt -Check	CC	05/31/2024	Illinois Library Association	Membership 05/01/24-04/30/2025	10240 · BOH Convenience Fund Chk (2208)	-85.00
Bill	05102024	05/10/2024		Membership 05/01/24-04/30/2025	55400.3 · Membership Dues/Fees	85.00
TOTAL						85.00
Bill Pmt -Check	CC	05/31/2024	Jewel		10240 · BOH Convenience Fund Chk (2208)	-155.64
Bill	05012024	05/01/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	28.20
Bill	05082024	05/08/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	37.97
Bill	05152024	05/15/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	27.28
Bill	05222024	05/22/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	32.10
Bill	05292024	05/29/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	30.09
TOTAL						155.64
Bill Pmt -Check	CC	05/31/2024	La Union Supermarket		10240 · BOH Convenience Fund Chk (2208)	-1,013.20
Bill	04302024	04/30/2024	NorthShore University HealthSystem	Counseling Group Supplies	54135 · Grant Program Supplies	13.20

Highwood Public Library & Community Center

Check Detail

May 28 through June 19, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	0013	05/02/2024	Other	Case Management Essentials	10110 · Gift Cards on Hand	1,000.00
TOTAL						1,013.20
Bill Pmt -Check	CC	05/31/2024	Mailchimp	Monthly Subscription 05/12-06/11/24	10240 · BOH Convenience Fund Chk (2208)	-38.25
Bill	MC14088457	05/12/2024		Monthly Subscription 05/12-06/11/24	55500.7 · Newsletter	38.25
TOTAL						38.25
Bill Pmt -Check	CC	05/31/2024	Maria's Bakery Cafe	Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-9.94
Bill	05082024	05/08/2024	The Grainger Foundation Grant	Meeting Supplies	54135 · Grant Program Supplies	9.94
TOTAL						9.94
Bill Pmt -Check	CC	05/31/2024	Michaels	Mother's Day Craft Supplies	10240 · BOH Convenience Fund Chk (2208)	-40.37
Bill	05102024	05/10/2024		Mother's Day Craft Supplies	53200.2 · Prog. Suppl. - Children	40.37
TOTAL						40.37
Bill Pmt -Check	CC	05/31/2024	PESI	Staff Training - M. Zohar	10240 · BOH Convenience Fund Chk (2208)	-98.00
Bill	8042374	05/07/2024	NorthShore University HealthSystem	Staff Training - M. Zohar	54195 · Training Expense	98.00
TOTAL						98.00
Bill Pmt -Check	CC	05/31/2024	Rainbow Printing	Library Patron Cards (1,000)	10240 · BOH Convenience Fund Chk (2208)	-500.00
Bill	00161191	05/20/2024		Library Patron Cards (1,000)	55500.3 · Community Outreach/Relations	500.00
TOTAL						500.00
Bill Pmt -Check	CC	05/31/2024	Sams Club	Zumba Community Event Supplies	10240 · BOH Convenience Fund Chk (2208)	-60.33
Bill	05132024	05/13/2024	NorthShore University HealthSystem	Zumba Community Event Supplies	54135 · Grant Program Supplies	60.33
TOTAL						60.33
Bill Pmt -Check	CC	05/31/2024	Simple Practice	Appointment Scheduler for 5/03-06/03/24	10240 · BOH Convenience Fund Chk (2208)	-303.81
Bill	724EA5F5-0030	05/03/2024	NorthShore University HealthSystem	Appointment Scheduler for 5/03-06/03/24	54135 · Grant Program Supplies	303.81
TOTAL						303.81
Bill Pmt -Check	CC	05/31/2024	Target	Program Supplies	10240 · BOH Convenience Fund Chk (2208)	-54.00
Bill	0509	05/09/2024		T-Shirts	53200.3 · Prog. Suppl. - Young Adult	54.00
TOTAL						54.00

Highwood Public Library & Community Center

Check Detail

May 28 through June 19, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	CC	05/31/2024	The University of Chicago Press	Children's Bookmarks	10240 · BOH Convenience Fund Chk (2208)	-23.99
Bill	12302651	05/03/2024		Children's Bookmarks	53200.2 · Prog. Suppl. - Children	23.99
TOTAL						23.99
Bill Pmt -Check	CC	05/31/2024	The Wall Street Journal	Subscription 03-06/24	10240 · BOH Convenience Fund Chk (2208)	-194.97
Bill	05182024	05/18/2024		Wall Street Journal Subscription 03-06/24	52400.1 · Periodicals - Adult	194.97
TOTAL						194.97
Bill Pmt -Check	CC	05/31/2024	Vivint, Inc.	Smart Home Service 4/16-5/15/24	10240 · BOH Convenience Fund Chk (2208)	-68.92
Bill	190098934	05/16/2024		Smart Home Service 4/16-6/15/24	56500.1 · Maintenance Svcs. - Interior	68.92
TOTAL						68.92
Bill Pmt -Check	CC	05/31/2024	Walgreens		10240 · BOH Convenience Fund Chk (2208)	-52.02
Bill	05082024	05/08/2024	The Grainger Foundation Grant	Meeting Supplies	54135 · Grant Program Supplies	2.02
Bill	05162024	05/16/2024	NorthShore University HealthSystem	Meeting Supplies	54135 · Grant Program Supplies	50.00
TOTAL						52.02
Bill Pmt -Check	CC	05/31/2024	Zumba		10240 · BOH Convenience Fund Chk (2208)	-273.94
Bill	05202024	05/20/2024	NorthShore University HealthSystem	Instructor Training O. Vergara	54135 · Grant Program Supplies	230.00
Bill	05212024	05/21/2024	NorthShore University HealthSystem	Instructor Membership for May 2024	54135 · Grant Program Supplies	43.94
TOTAL						273.94
Bill Pmt -Check	EFT	05/31/2024	Nayax Billing Services	Monthly Service Fee for April	10130 · Nayax	-8.95
Bill	2650064	04/30/2024		Monthly Service Fee for April	55600.3 · Other Bank Fees	8.95
TOTAL						8.95
Bill Pmt -Check	2959	06/16/2024	Avila, Yenny	VOID: Training Parking Reimbursement	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2959	06/17/2024	Avila, Yenny	Training Parking Reimbursement	10201.1 · BOH - Operating	-17.00
Bill	06012024	06/01/2024	NorthShore University HealthSystem	Training Parking Reimbursement	54135 · Grant Program Supplies	17.00
TOTAL						17.00
Bill Pmt -Check	2960	06/16/2024	Baker & Taylor	VOID: Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	0.00

Highwood Public Library & Community Center

Check Detail

May 28 through June 19, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL						0.00
Bill Pmt -Check	2960	06/17/2024	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-637.03
Bill	2038285632	04/30/2024		Books F - Spanish Adult Processing Supplies	52100.4 · Books F - Spanish Adult 52650 · Processing Supplies	39.84 0.92
Bill	2038315097	04/30/2024		Books F - Spanish Adult Processing Supplies	52100.4 · Books F - Spanish Adult 52650 · Processing Supplies	29.87 0.37
Bill	2038285633	04/30/2024		Books NF - Spanish Processing Supplies	52150.4 · Books NF - Spanish 52650 · Processing Supplies	80.64 1.59
Bill	2038315098	04/30/2024		Books NF - Spanish Processing Supplies	52150.4 · Books NF - Spanish 52650 · Processing Supplies	93.85 2.15
Bill	2038262724	04/30/2024		Books F - Spanish Adult Processing Supplies	52100.4 · Books F - Spanish Adult 52650 · Processing Supplies	86.28 2.33
Bill	2038255356	04/30/2024		Books NF - Spanish Processing Supplies	52150.4 · Books NF - Spanish 52650 · Processing Supplies	21.67 0.22
Bill	2038262725	04/30/2024		Books NF - Spanish Processing Supplies	52150.4 · Books NF - Spanish 52650 · Processing Supplies	53.41 2.09
Bill	2038255357	04/30/2024		Books NF - Spanish Processing Supplies	52150.4 · Books NF - Spanish 52650 · Processing Supplies	197.75 5.51
Bill	2038285631	05/21/2024		Books F - Adult Processing Supplies	52100.1 · Books F - Adult 52650 · Processing Supplies	17.10 1.44
TOTAL						<u>637.03</u>
Bill Pmt -Check	2961	06/16/2024	Baldwin Krystyn Sherman	VOID: Health Equity Professional Liability Insur	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2961	06/17/2024	Baldwin Krystyn Sherman	Health Equity Professional Liability Insurance 6	10201.1 · BOH - Operating	-2,839.00
Bill	234370	06/13/2024		Health Equity Professional Liability Insurance 6/16/	54196 · Liability/Property Insurance	<u>2,839.00</u>
TOTAL						2,839.00
Bill Pmt -Check	2962	06/16/2024	Brito, Carolina	VOID: June Counseling Services Balance Due	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2962	06/17/2024	Brito, Carolina	June Counseling Services Balance Due	10201.1 · BOH - Operating	-2,052.00
Bill	06012024	06/01/2024	NorthShore University HealthSystem	June Counseling Services Balance Due	54110 · Contracted Services	<u>2,052.00</u>
TOTAL						2,052.00
Bill Pmt -Check	2963	06/16/2024	Brotsos, Alex	VOID: ALA Conference Airfare Reimbursement	10201.1 · BOH - Operating	0.00

Highwood Public Library & Community Center

Check Detail

May 28 through June 19, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL						0.00
Bill Pmt -Check	2963	06/17/2024	Brotsos, Alex	ALA Conference Airfare Reimbursement	10201.1 · BOH - Operating	-497.95
Bill	06112024	06/11/2024		ALA Conference Airfare Reimbursement	55100.1 · Staff Development	497.95
TOTAL						497.95
Bill Pmt -Check	2964	06/16/2024	Carolina Ibarra Carrubias	VOID: Charlas SUPplies Reimbursement	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2964	06/17/2024	Carolina Ibarra Carrubias	Charlas SUPplies Reimbursement	10201.1 · BOH - Operating	-17.11
Bill	06012024	06/01/2024	NorthShore University HealthSystem	Charlas SUPplies Reimbursement	54135 · Grant Program Supplies	17.11
TOTAL						17.11
Bill Pmt -Check	2965	06/16/2024	City of Highwood.	VOID:	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2965	06/17/2024	City of Highwood.		10201.1 · BOH - Operating	-17,525.09
Bill	May 2024 IMRF	05/31/2024		IMRF Payment for May 2024	22100 · IMRF W/H Payable	7,968.51
Bill	2024-June	06/01/2024	Highland Park Community Foundation	June 2024 Medical/Health Insurance	54132 · Medical/Dental Benefits	162.33
			IL State Library PNG	June 2024 Medical/Health Insurance	54132 · Medical/Dental Benefits	194.80
			NorthShore University HealthSystem	June 2024 Medical/Health Insurance	54132 · Medical/Dental Benefits	4,274.69
			Mano a Mano Family Resource Center	June 2024 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,083.08
			The Grainger Foundation Grant	June 2024 Medical/Health Insurance	54132 · Medical/Dental Benefits	97.40
				June 2024 Medical/Health Insurance	51120 · Medical/Health Insurance	2,568.08
				June 2024 Medical/Health Insurance	51125 · Dental Insurance	123.75
				June 2024 Medical/Health Insurance	51135 · Vision Insurance	30.27
				June 2024 Medical/Health Insurance	51130 · Life Insurance	22.18
TOTAL						17,525.09
Bill Pmt -Check	2966	06/16/2024	Clear Investigative Advantage	VOID: May Background Check	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2966	06/17/2024	Clear Investigative Advantage	May Background Check	10201.1 · BOH - Operating	-35.00
Bill	182052	05/31/2024		May Background Check - J. Gilling	56600 · Hiring Services	35.00
TOTAL						35.00

Highwood Public Library & Community Center

Check Detail

May 28 through June 19, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2967	06/16/2024	Consuelo, Inc.	VOID: Therapy Services for June	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2967	06/17/2024	Consuelo, Inc.	Therapy Services for June	10201.1 · BOH - Operating	-1,800.00
Bill	1026	06/05/2024	NorthShore University HealthSystem	Therapy Services for June	54110 · Contracted Services	1,800.00
TOTAL						1,800.00
Bill Pmt -Check	2968	06/16/2024	Highwood Rec Center	VOID: Zumba Basement Fee - May	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2968	06/17/2024	Highwood Rec Center	Zumba Basement Fee - May	10201.1 · BOH - Operating	-105.00
Bill	40501	05/30/2024	NorthShore University HealthSystem	Zumba Basement Fee - May	54135 · Grant Program Supplies	105.00
TOTAL						105.00
Bill Pmt -Check	2969	06/16/2024	Hoopla	VOID: May Usage	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2969	06/17/2024	Hollis, Anthony	June Lawncare	10201.1 · BOH - Operating	-110.00
Bill	06012024	06/01/2024		June Lawncare	56500.2 · Maintenance Svcs. - Exterior	110.00
TOTAL						110.00
Bill Pmt -Check	2970	06/16/2024	Lara, Maria	VOID: June 2024 Professional Cleaning Service:	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2970	06/17/2024	Hoopla	May Usage	10201.1 · BOH - Operating	-331.40
Bill	505561319	05/31/2024		May Usage	52350.3 · On-Line - Hoopla	331.40
TOTAL						331.40
Bill Pmt -Check	2971	06/16/2024	Limon, Ixtel Andrea	VOID: Operations & Marketing Support for June	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2971	06/17/2024	Lara, Maria	June 2024 Professional Cleaning Services	10201.1 · BOH - Operating	-1,425.00

Highwood Public Library & Community Center

Check Detail

May 28 through June 19, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	06112024	06/11/2024		June 2024 Professional Cleaning Services	56200 · Cleaning Services	1,425.00
TOTAL						1,425.00
Bill Pmt -Check	2972	06/16/2024	Lomeli, Itzayana Rocio Gonzalez	VOID: June Community Health Education & Eng	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2972	06/17/2024	Limon, Ixtel Andrea	Operations & Marketing Support for June	10201.1 · BOH - Operating	-1,000.00
Bill	06042024	06/04/2024	NorthShore University HealthSystem	Operations & Marketing Support for June	54110 · Contracted Services	1,000.00
TOTAL						1,000.00
Bill Pmt -Check	2973	06/16/2024	Quill	VOID: Acct. #C359709	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2973	06/17/2024	Lomeli, Itzayana Rocio Gonzalez	June Community Health Education & Engagemt	10201.1 · BOH - Operating	-1,560.00
Bill	06072024	06/07/2024	NorthShore University HealthSystem	June Community Health Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	2974	06/16/2024	Ramirez, Laura	VOID:	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2974	06/17/2024	Quill	Acct. #C359709	10201.1 · BOH - Operating	-276.06
Bill	38661269	05/14/2024		Paper Products & Cleaning Supplies	55400.2 · Office/Library Supplies	67.39
Bill	38811370	05/23/2024		Paper Products & Cleaning Supplies	55400.2 · Office/Library Supplies	139.16
Bill	38828975	05/24/2024	The Grainger Foundation Grant	Post-It Easel Pad and Paper	54135 · Grant Program Supplies	69.51
TOTAL						276.06
Bill Pmt -Check	2975	06/16/2024	Simon Pina, Beatriz	VOID: June Community Health Education & Eng	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2975	06/17/2024	Ramirez, Laura		10201.1 · BOH - Operating	-104.07
Bill	06012024	06/01/2024	NorthShore University HealthSystem	Meeting Supplies Reimbursement	54135 · Grant Program Supplies	34.31
Bill	06132024	06/13/2024	Anonymous W	Travel Reimbursent	54135 · Grant Program Supplies	69.76
TOTAL						104.07
Bill Pmt -Check	2976	06/16/2024	Spanish Adult Literacy Consultant	VOID: English & Spanish Literacy & GED Educa	10201.1 · BOH - Operating	0.00

Highwood Public Library & Community Center

Check Detail

May 28 through June 19, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL						0.00
Bill Pmt -Check	2976	06/17/2024	Simon Pina, Beatriz	June Community Health Education & Engagem	10201.1 · BOH - Operating	-1,560.00
Bill	06102024	06/10/2024	NorthShore University HealthSystem	June Community Health Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	2977	06/16/2024	The I.T. Connection Inc.	VOID:	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2977	06/17/2024	Spanish Adult Literacy Consultant	English & Spanish Literacy & GED Education fo	10201.1 · BOH - Operating	-5,075.00
Bill	06102024	06/10/2024	Anonymous W	English & Spanish Literacy & GED Education for Ju	54110 · Contracted Services	5,075.00
TOTAL						5,075.00
Bill Pmt -Check	2978	06/16/2024	Vazquez, Fabiola Hernandez	VOID: June Community Health Education & Eng	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2978	06/17/2024	The I.T. Connection Inc.		10201.1 · BOH - Operating	-250.74
Bill	10578	04/30/2024		Internet Service for May	55400.6 · Telecommunications/Internet	80.00
Bill	10607	04/30/2024		Telephone Service for April	55400.6 · Telecommunications/Internet	47.33
Bill	10676	05/31/2024		Telephone Service for April	55400.6 · Telecommunications/Internet	43.41
Bill	10649	05/31/2024		Internet Service for June	55400.6 · Telecommunications/Internet	80.00
TOTAL						250.74
Bill Pmt -Check	2979	06/16/2024	Vergara Castrejon, Oralia	VOID: June Community Health Education & Eng	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2979	06/17/2024	Vazquez, Fabiola Hernandez	June Community Health Education & Engagem	10201.1 · BOH - Operating	-1,560.00
Bill	06102024	06/10/2024	NorthShore University HealthSystem	June Community Health Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	2980	06/16/2024	Baker & Taylor	VOID: Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2980	06/17/2024	Vergara Castrejon, Oralia	June Community Health Education & Engagem	10201.1 · BOH - Operating	-1,560.00

Highwood Public Library & Community Center
Check Detail
May 28 through June 19, 2024

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
Bill	06062024	06/06/2024	NorthShore University HealthSystem	June Community Health Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL						<u>1,560.00</u>
Bill Pmt -Check	2981	06/17/2024	Hollis, Anthony	VOID: June Lawncare	10201.1 · BOH - Operating	0.00
TOTAL						0.00