



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

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

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
 - a. HB 4224 Treasurers Bond and Witness Slip
 - b. Summary of ILA's Trustee Forum workshop
 - c. Open trustee positions and renewals
5. Secretary's report
 - a. Motion to approve minutes from March 19, 2024 regular meeting
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the April 2024 Invoices
8. Director's report
 - a. Public comment received via email and suggestion box
9. Committee reports
10. Old business
 - a. Discussion of search for strategic planning consultant
11. New business
 - a. Discussion of hosting a free work kiosk sponsored by the Lake County Workforce Development
 - b. Motion to approve signing the MOU to host the work kiosk
 - c. Discussion of Library Card design
 - d. Motion to approve library card design
 - e. Review of FY25 Board meeting calendar
 - f. Motion to approve FY25 Calendar
 - g. Discussion of the following policies: Meeting Room, Meeting by Electronic Means, Bloodborne Pathogens and Personnel policy
 - h. Motion to approve the presented policies
 - i. Discussion of the library as the Moraine Township early voting site
 - j. Motion to approve becoming the early voting site
 - k. Review second draft of the FY25 budget
 - l. Motion to approve the FY25 budget
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

Draft, not yet approved

**Highwood Library & Community Center
Board of Trustees Regular Meeting – March 19, 2024**

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

Ms. Hospodarsky called the meeting to order at 7:06 pm.

Public Comments – None

President’s Report

Celebrate Highwood confirmed location and agreement for Mural Festival project. City Manager discussed update to City Council regarding Library and City strategic plan with President and Director prior to Council’s packet release.

Secretary’s Report

Ms. Hospodarsky moved to approve the amended regular and executive session minutes as presented from February 26, 2024. Ms. Loredo seconded, and the motion carried unanimously. Treasurer will document open items/questions to streamline finance Q/A for board meetings and board packet will include Business Manager’s responses.

Communication

Four suggestion box comments were received related to programming and library configuration. It was noted suggestion box form should also be in Spanish. Director has a wish list if funds become available and could add different fireplace chairs to that. Saturday children’s crafts were popular so leadership team is considering shifting some events to Saturday. They are still evaluating best spot to hold family events.

Treasurer’s Report

Ms. Loredo presented the February financials and March invoices. The following items were discussed:

- 2 additional checks are included: third installment training for \$2500 and contractor for \$400, paid by grant. Register will be rerun and uploaded to Mar24 Board Packet.
- 2 checks were corrected to match register.
- Will investigate why sometimes health insurance bills don’t line up month to month.
- Director notes from 3/8 Ancel Glink consultation will be added to shared drive Legal folder.

Ms. Loredo moved to approve March 2024 invoices as listed in the Check Detail plus additional checks for \$2500 and \$400, Ms. Hospodarsky seconded, and the motion carried unanimously.

Director’s Report

Ms. Ramirez highlighted several items from her report.

- She expressed gratitude for volunteers who helped move items from City Hall back to Library after construction was completed.
- Collaboration with D112 to host training for parents while kids are able to use the library.

Draft, not yet approved

- HPHS Key Club has been an excellent partner. Their twice a week volunteering for drop-in homework help is popular.
- TAB gave PDHP valuable input via interviews.
- English language adult programming increased: book club relaunched, will be every ~5 weeks; Blind Date with a Book
- ESL programming flourishing with 47 students.
- Health Equity is starting a multi-week migrant women support group. Vaccination event was held in Waukegan.
- Staff are seeing hunger issues rise again.
- Staff have been discussing meeting rooms and Policy committee is working on policy and procedures. Three spaces are available, but Board Room is not visible to staff so cannot be reserved by public unless used with door open. Meeting Room B can be used. Working around programming use, public reservable hours would be MWF 12-5 Sat 2-5. Highwood residents may reserve ahead of time, and others can use for an hour if available. Staff can limit excess usage if addressed in policy. Limit to 1 reservation per day and 1 week ahead. Community Room has cameras and will be used to host organizations. Will also be where Board meets.
- Core Standards compliance is being evaluated including opening hours.
- Statistics report will be corrected.
- Director updated board on staffing changes and a safety concern.

Committee Reports

Finance: Committee met to work on draft FY25 budget. Final decision on accounting firm is still tabled.

Policy: met to work on several policies presented this month, and continues meeting regularly.

Old Business

Discussion on strategic planning consultant was tabled. Mr Muelver completed Kellogg class.

New Business

Ms. Regalado moved to approve the Public Comment and Posting of Agenda policies. Ms. Hospodarsky seconded and the motion carried unanimously.

Board reviewed first draft of the FY25 budget. It includes new vendors added over past year, and increase in line items where needed. Final budget will net \$0 - still some adjusting to do. Landscaping costs were increased but will reassess. Electronic material costs are being researched (Hoopla, Boundless/eRead, Libby) and Director will bring recommendation to Finance committee. Budget with Grant Expenses will come to Board for approval in April.

Staff will post committee meeting minutes. Ms. Loreda will send Finance minutes to Ms. Guerrero, copying Director.

It was noted that D112 is providing racism sensitivity training to District staff and perhaps library staff could be included as appropriate.

Draft, not yet approved

Technology consultant recommends migrating from Data443 Smart Shield to Faronic Deep Freeze. This software removes previous patron's usage upon log-off of computer. TBS system exacerbated conflicts.

Ms. Regalado moved to approve purchase of Faronic Deep Freeze and start-up costs, Ms. Hospodarsky seconded, and motion carried unanimously.

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

Meeting adjourned at 8:32 pm.

Director's Report

April 22, 2024

Library Updates

**Admin/Accounting
Current Month**

- FY25 organizational budget planning – Laura and Rebecca
- Staff evaluations are taking place - All
- Automated PTO system setup ongoing with revisions to system policies and training – Rebecca
- The Adult Services Manager started first interviews of candidates for the open Circulation Assistant position. – Alex
- Conducted three funder site visits this month: Anonymous Foundation, Community Catalyst and Endeavor Health – Laura, Diana G., Aurora, Yenny, Carolina, Viri, and Monica

**Records Retention
Building & Grounds**

- Gathering information from other libraries about digital records retention - Laura
- None

Website & Technology

- Faronics Technologies Deep Freeze is working well with the TBS system.

Communications

- None to Report

**Personnel/Professional
Development**

Date	Attendee(s)	Description & Notes Re Implementation	Prof Dev Hrs
03/07/24	Nessa Villarreal Diana G	Kellogg Leadership Session: Sharing Effective Feedback, Professor Ernest L. Duplessis Sr	4 hrs
03/08	Yenny Avila, Alex Brotsos, Diana J Guerrero	LACONI Presents: I'm a Manager, Now What?	2 hrs
03/12	Diana J Guerrero	1:1 with Tynisha Gardner	1 hr
03/13	Nessa Villarreal	1:1 w/ Tynisha Gardner	1 hr
03/14	Diana J Guerrero	The Charmm'd Foundation Leadership Academy: Peer Advisory Group (PAG) Discussion	2 hrs
03/14	Laura Ramirez	OMA Training Webinar	2.0 hr
3/19	Nessa Villarreal	1:1 w/ Tynisha Gardner	30 min
3/21	Nessa Villarreal	Kellogg Leadership Sessions: 1- Principles of High Performing Boards w/Professor Liz Howard 2 - Managing Up w/ Professor Michele Rogers	4 hrs
3/22	Yenny Avila	1:1 with Tynisha Gardner Session focused on best practices review for successful large community events	1 hr
3/4/2024	Yenny Avila Monica Zohar	Lake County School Safety Conference 2024	7 hrs
3/8, 3/15, 3/22	Yenny Avila Viridiana Gonzalez Monica Zohar	Conscious Ambassador of Trauma-Informed Care	9 hrs
3/15	Yenny Avila Monica Zohar	Psychologist for Racial Justice Conference	5 hrs

Grant Update

- An Interim Report was submitted to Highland Park Community Foundation.
- Community Catalyst VEAP Year 4 Application was submitted.
- Grants budget reallocations and subsequent year's applications prepared for ISL Project Next Generation and Community Catalyst.
- The Annual Library Certification through Illinois State Library was completed.
- The ILLINET Interlibrary Loan Traffic Survey through Illinois State Library was completed.

Library Services

- The library hosted an Adult Book Club in the middle of March. The club discussed the new book Remarkably Bright Creatures. The group will meet again on April 17th, as it hopes to gain monthly momentum. – Alex
- Adult Services has slightly adjusted the way to process and catalog new materials by having newer staff do some book processing with labels. Also, a barcode scanner has been added to a computer in the staff office to speed up the cataloging time and to make the computer desk area more suitable for detailed cataloging work. – Alex/Yuliya
- A significant expansion to the collection for Young Adults has been added with new categories created for Spanish Individual Biographies and Spanish nonfiction. Staff will be receiving an extensive training in processing new materials. – Yuliya

Patron Services – Elementary Children (Program updates from Nessa and Diana W.)

Baby Storytime & Preschool Storytime – Nessa & Diana W.

- We're excited to revisit our program schedules this summer to find the perfect times and dates that suit our patrons' needs even better. - 4 babies with caregivers
- We conducted a survey to find out what times worked best for preschool storytime but the survey didn't yield the desired results. To address this, we'll be shifting Preschool Storytime to the evening after Todos Juntos to encourage more participation from patrons attending that event

¡Todos Juntos 1, 2, 3! – Diana W.

- An engaging workshop series designed to empower parents in preparing their little ones for Kindergarten! Our interactive sessions provide parents and caregivers with valuable insights, practical tips, and hands-on activities to make learning at home enjoyable and effective. Participants receive activity kits to enhance learning experiences at home. - An average of 5 adult participants per session.



STEAM Storytime (Aimed at 3rd – 5th Grades) – Diana W.

- This month we did a story with a Shrinky-Dink project to follow the story.
- Participants were able to request printed pictures that they were able to trace onto the plastic sheet and then create their keychains, earrings, or hair clips. Shrinky Dinks are always a very popular activity, and patrons requested for us to do it again.
- 8 participants



K-9 Reading Buddies – Nessa - 5 participants

Learning Partners: Homework Help/Tutoring Program – Diana W.

- This program has been very successful with tutors and students meeting regularly.
- Our learning partners have demonstrated remarkable flexibility in accommodating their students' schedules, making adjustments as needed for those with other commitments outside of the program.

Homework Help with Key Club Members – Diana W.

- This program has been incredibly successful! We've seen a significant increase in the number of students seeking tutoring and utilizing this free drop-in service.
- We had an average of 6 participants drop-in for this service each time it is offered.



Art Activity by TAC – Diana W.

- The Art Center of Highland Park's presenter, Heather, was able to guide participants on how to make their very own rock islands, using clay and model magic.
- Diana offered patrons white Model Magic and guided them in creating various colors of air-dry clay using washable markers. They explored different color combinations by coloring the Model Magic with various colors. With Heather's assistance, they crafted a variety of creatures including starfish, dolphins, and other fun creatures. - 17 participants



Author Visit: Janea Harris – Nessa & Diana W.

- Local author Janea Harris came to read one of her wonderful books, "All Girls Have Sup-HER Powers, The Power of Voice", to celebrate Women's History Month.

- As part of the event, we offered a crown decoration station, empowering coloring sheets, and giveaways including a coloring book, temporary tattoos, posters, and journals for all participants. Additionally, each patron received a complimentary copy of each of her books, with many requesting autographs.
- Janea also engaged in a meaningful conversation with a teen and her mom about the process of becoming an author and getting published. - 12 particip.



Family Movie Mania – Diana W.

- March 16: We kicked off our Family Movies with “Trolls Band Together” with 29 patrons present at 1 pm, anxiously awaiting our movie.



- March 25: 20 participants for The Super Mario Brothers Movie
- Kids were excited to sit with their friends and watch a movie together. The library provided Skinny Popcorn and Capri Suns as snacks and drinks for the movie.



- March 29th: Sing 2 Sing-Along with 37 participants
- Favorite quote “WE GET TO WATCH A MOVIE IN THE LIBRARY!” Tim, our volunteer, brought homemade brownies to share with everyone! :)



Astronomy Under City Lights w/The Lake County Astronomical Society – Nessa

- Despite the chilly and cloudy weather, we had a fantastic turnout at our event. Community members were walking around, curious about our activities, and it was a great experience for both parents and kids alike.
- One parent expressed their happiness about the event, mentioning how it provided their family with another hobby or career opportunity to explore. With about 9 telescopes set up, the main focus was on observing the Moon and Jupiter, and we even caught a glimpse of Orion's belt before the clouds rolled in.
- Richard, who assists with setting up these events, shared, “We had a great time also! It is very fulfilling to see a turnout like that. I was also very impressed with the police officers, especially Officer Brandon, who helped us find a workable solution to the crowded parking lot.” I am pleased to see this positive interaction, as I have been focused on building a strong relationship with our officers in Highwood.



65 participants

Author Visit: Darcy Day Zoells – Nessa & Diana W.

- What a blast! Hosting visiting authors is always an exciting experience. Darcy Day Zoells' book “The New Bicycle,” available in both languages, has rarely seen any time on the shelves. One patron even brought her flowers as a token of appreciation!
- We organized a scavenger hunt, a coloring page station, a pipe cleaner bicycle activity, and even a yarn bicycle craft. The kids were thoroughly engaged, and the scavenger hunt added an extra element of fun as they explored the space. Diana did an amazing job reading along in Spanish with author Darcy Day Zoells.



18 participants

Outreach – Diana W.

- The Park District of Highland Park invited the Highwood Library to help run their Craft Table at their Easter Egg Hunt event. – 115 participants
- Diana led the crafting of fun rabbit sticker magnets provided by the park district and rabbit ear pipe cleaner bracelets supplied by the library.

Note from Nessa

- A huge shout-out to my amazing team for consistently creating engaging and enjoyable programs for our young library patrons. I've noticed how Lauren effortlessly connects with our teens, while Diana excels at making our younger visitors feel valued and encouraging them to explore and have fun in our space.

- We're also focused on improving participation in programs like Pre-School Storytime. We're experimenting with different dates and times to better suit the needs of our community members, so stay tuned for updates!
- With Summer Reading on the horizon, we're gearing up for some exciting initiatives to get everyone involved in more ways than just reading. Can't wait to see what's in store.

**Patron Services—Teen
(Program Updates
from Nessa & Lauren)**

Teen Advisory Board – Lauren & Nessa

- Attendance: Mar 2nd – 5 members & Mar 16th – 11 members
- On March 2nd, TAB members selected movies that they were interested in viewing during future programming.
- On March 16th, TAB members provided their book recommendations to the library. Two members worked together to write a book review of the Hobbit in Spanish!



Teen Advisory Board: Volunteer Opportunities – Nessa & Lauren

- TAB members are often provided volunteer opportunities to connect with, support, and give back to our community. After their meeting on March 16th, TAB members helped all departments with book shelving and shelf reading, starting up a new community puzzle, as well as assisting with preparations for Craft Cafe.

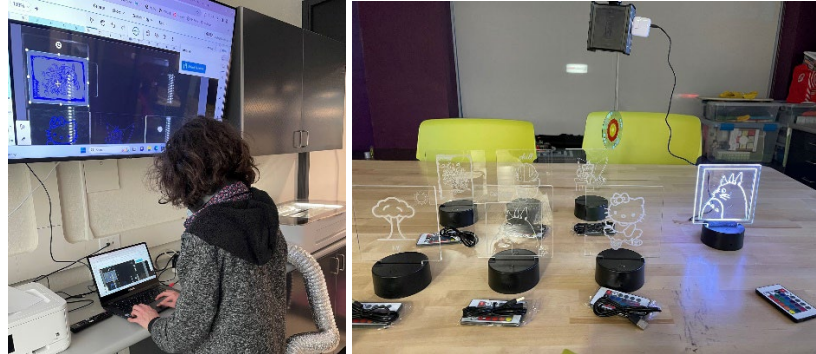


Maker Series: STEAM Powered Teens - Nessa & Lauren

- On March 4th, Nessa guided teens in sewing fabric coasters and headphone cord wraps. Teens enjoyed expressing themselves through fabric choices and learned how to operate the sewing machines. – 4 participants



- On March 11th, teens learned how to utilize the GlowForge for the first time and learned how to make bookmarks out of wood. – 9 participants
- On March 18th, teens gathered in the makerspace to learn how to create light-up acrylic signs! Teens designed and edited images using the GlowForge software before sending them to the machine to print. There was a lot of interest in this program and the sign etching had to roll over into Tuesday, which generated more interest in the Maker Monday program series. - 13 participants



Teen Craft Café – Lauren

- This month: Slime Making – 24 participants
- Slime-making was a huge success! Teens loved being able to customize their goop with glitter, food coloring, beads, and other inclusions. Vinnie stepped up and turned into a slime chemist and assisted Lauren in correcting ingredient ratios for slimes that had gone awry.



Book Buffet – Lauren

- This month, we are discussing books with black & white covers. – 1 participant
- Manuel enjoyed the themed black & white activities which included ink drawings, crosswords, and word searches after a brief discussion about books.

Teen Hours – Lauren & Diana

- This month we did a variety of crafts using CDs! – 10 participants
- Teens were interested in being able to participate in a craft that allowed and encouraged them to be a little destructive! Mosaic style crafts required that teens snap CDs into tiny pieces, and the teens had a blast testing the different ways in which a CD could be broken! They then were able to incorporate the shards onto their painted canvases.



Anime & Manga Club – Lauren

- This month, we did a mochi taste test! – 21 participants
- Mochi was a huge hit with the teens! The 60 pieces of mochi were gone within the first 30 minutes of the program! Teens voted on their favorite flavors and there was a tie between mango and strawberry!



Writing Club – Lauren

- This month, the writing club decorated their writing journals (journals provided by the library). – 3 participants
- Pastel paints and Sanrio characters were the top performers at the journal decorating event for Writing Club on March 21st!



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

HLCC Book Club

Our Book Club for adults met around the fireplace to discuss the book, *Remarkably Bright Creatures*. The group hopes to keep the momentum going by meeting monthly. Next month's book is *Braiding Sweetgrass* - 2 participants

US Citizenship Test Prep – Aurora

- There are four applicants preparing for their citizenship interview. One of them is waiting for the interview date and the other three are gathering the required documents to submit the application.
- We have six potential applicants who will meet with attorneys from the North Suburban Legal Aid Clinic during the Naturalization clinic on Saturday, April 6th
- 12 meetings this month

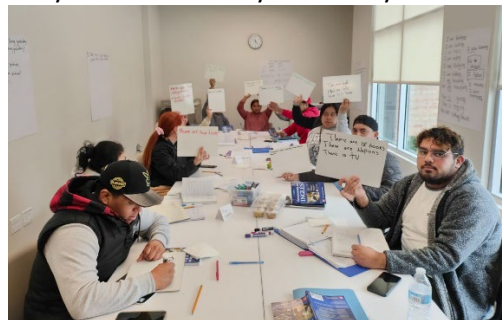
High School Diploma Preparation (GED) – Aurora

- This month we had an average of three students consistently attending class.
- Despite experiencing lower attendance since moving our GED classes to Mon/Wed, we've witnessed remarkable progress among consistent attendees. Several students have been diligently taking exams and advancing swiftly through the program.
- This month, our students have completed a total of four tests, with three passing successfully. Although one test was unsuccessful, we're encouraged by their dedication.
- Excitingly, we now have two students who are only one step away from obtaining their HS Diploma. They only need to pass the Math test to achieve this milestone.



ESL – Aurora

- **Basic ESL: Morning** - We had an average of 12 students consistently attending class.
- This month students focused on creating sentences and rearranging short stories. They worked individually, as partners, and as a whole group to create a short story. They were amazed by what they could do with the basic vocabulary learned in class.



- **Basic ESL: Evening** - We had an average of 7 students consistently attending class.
- Students who are consistently attending are gaining confidence speaking in the second language.



- **Intermediate/Advanced ESL: Morning** - This month we had an average of 3 students consistently attending class.
- While attendance dipped due to students returning to their spring-summer jobs and family commitments, we're taking proactive steps to ensure everyone can participate. Starting June 6th, we're shifting the class to the evening, making it more accessible. Additionally, we're getting ready to introduce a conversation corner soon, offering a casual space for students to engage and practice without the commitment of a class. We're optimistic that these changes will reignite enthusiasm and encourage greater participation!

Intermediate/Advanced ESL: Evening - This month, our evening class maintained an average of 8 students consistently attending.

- Our conversational class continues to build trust and a safe learning environment. Students come to class ready to share past experiences, ask questions about the words they don't understand, and learn from each other.



Computer Classes – Aurora

- This month, we saw an average of 8 students consistently attending the Basic level class until the final session on 3/13. All students expressed disappointment about the break and requested that we continue the program!
- In the Advanced level class, we had an average of 3 students consistently attending. This group delved into topics such as Canva and Google Slides, and expressed interest in classes focused on website creation.
- On their final day of class, students celebrated with pizza and snacks, engaging in conversations about their diverse needs. They appreciated the library for providing a space where they could gather, share knowledge, and access resources.



**Health Equity
All programs
conducted in Spanish.**

Counseling

- There has been an increase in the need for mental health one-on-one sessions in the evenings and Saturdays. There is a need for long-term care due to the level of complex trauma that clients are disclosing, however, there is the limitation of services due to a lack of insurance or income stability.
- Clients are sharing the following as they are processing their termination session:
- “Today as I am closing my therapeutic process, I am leaving here with important tools to put myself as a priority and to honor what I need. Before I used to put everyone before me and I felt depleted and exhausted. During my therapeutic process, I had the opportunity to learn important skills to cope with my anxiety symptoms. I feel happy and more relaxed”
- “I remember the first day I came I was feeling anxious about my situation, and I didn’t know what to do. Now I feel more relaxed because I learned a lot about myself, and I found strategies to use when feeling anxious. Thank you for the services you provide”. - 135 sessions, 50 clients served

Case Management - Viri

- Our case manager continues to provide essential case management to our community members including translations, filling out school forms, assisting with housing requests, medical appointments, etc.
- During March, we continued to have an increase in clients with housing needs and food insecurity. One such client is a family that recently arrived in Highwood from Colombia. The family had their first contact with the Church of the Redeemer, church staff then contacted our case manager to provide interpretation and other support. From there, our case manager was able to connect the family with assistance to food, clothing, and enrolling the kids in school. - 30 clients served

Adult Support Group - Yenny

- Community members brought topics for this month that included a need for psychoeducation on: stress and stress management, defining attachment and the different attachment styles, suicide and conversation about death/life, healthy relationships (how are these impacted by cultural messages, boundaries, US laws, Domestic Violence and DCFS involvement). – 17 total participants this month
- We have had more consistency with attendance in the group after changing the time to 5:30pm. Participants shared that the 30-minute shift from 5pm allows them to get to the library safely without rushing and stressing. Another change was to remove the topic on our marketing material in an effort to have an open invitation to attend and bring the topics and concerns in mind.
- We are grateful to have Angela who is completing her internship for her Master’s in Social Work. She has taken the role of co-facilitating the group sessions and providing psychoeducation to group participants.

Emotional Health for Migrant Women Support Group: Community Members

- The end of March marks the first month of this group. – Average of 6 participants per session.
- A participant shares with us “I feel optimistic and curious to discover which emotions I have been holding back on feeling because of different experiences I've had.”
- Participants reported to have learned how to distinguish if they’re coping with emotions in a healthy way and to have discovered different types of self care, what works for them in order to have good mental health.

Charlas con Propósito/Conscious Conversations – Carolina & CHWs

- *LGBTQIA+ Youth 102*: Rainbow Mental Health came to share valuable information with us.
- Two new participants came very interested in this topic. Upon entering the library, they said they were a little afraid and embarrassed. But when they left, they said they liked the presentation and that it had been very helpful, especially because they learned about the LGBTQ+ topic. They left with a lot of energy, and Bety, one of our CHWs, shared flyers and information about Health Equity and Adult Education programs with them. They left very happy, and in the end, they told Bety that because of her kindness, they will continue coming to the library and will participate in Zumba classes. – 18 participants



- *Sexually Transmitted Diseases*: Rocio Sanchez, a Latina nurse from the National Association of Hispanic Nurses (NAHN), gave a very informative talk about what sexually transmitted diseases are, the types of diseases, and the resources available in Lake County for the community. Participants asked several questions; One of the questions was, "What is the difference between HIV and HPV?" She answered as clearly as possible, clarifying the difference between each disease. The talk on venereal/sexually transmitted diseases was very enriching and educational. – 14 participants



- *Learn About College Bound Opportunities (CBO)*: They recruit high-performing high school students who are motivated to attend college. Six schools in the area benefit from these scholarships.
- A lady who was present at this talk shared with us that one of her nephews entered this program and is now an accountant. She says he benefited greatly from this program and recommends it. – 10 participants



- *Osteoporosis Workshop presented by Rosalind Franklin*: During this workshop, 18 people received an osteoporosis exam. The nurse who gave the presentation talked

about what osteoporosis is, why it's important, and how we can prevent it. She provided resources and explained the significance of the numbers from the bone density test they had in their hand. They also shared calcium vitamins with them. The library provided snacks rich in calcium and vitamin D to provide examples of the kind of fruits and veggies that can help prevent osteoporosis. – 18 participants



Zumba

- Our CHW and certified Zumba teacher, Oralía Vergara, has maintained a welcoming, safe, and empowering space for people to gather and participate in Zumba.
- A woman who started participating in most of the library's programs was leaving one of the "Conscious Conversations" and expressed that when her sisters invited her to go to Zumba, she would say no because she was already very tired from work and didn't feel like it. However, after seeing the change in her sisters' lives and their insistence, she decided to join Zumba. Since that day, she hasn't missed a Zumba class, mentioning that she no longer feels too tired to attend and has much more energy. One of her sisters commented that her blood pressure numbers have improved, and her doctor has said that her health is now very good.
- An average of 21 participants attending this month. (Total 63)



Rosalind Franklin University

- The mobile clinic does an exceptional job providing timely results and is very welcoming, compassionate, and professional. We are very grateful for this resource.
- A young woman came for a physical exam because she didn't know where to go and doesn't have health insurance. Besides getting her physical exam at the event, she received the Covid-19 vaccine. She also took the opportunity to attend some classes offered by the library. She left very happy to see all the services available in this community because where she lives, there are no such services, or at least she said she doesn't know of any.
- A lady who doesn't know how to read or write asked a CHW for help filling out her form to get her physical exams done. She had been invited to a Kidney event in Waukegan for kidney tests but since she doesn't drive, she came to get her physical exams here because they were close to her home, and she could walk here.
- 30 Health Screenings, 3 Flu Vaccine, & 2 Covid-19 Vaccines



Walgreens Vaccination Event

- This vaccination event was held in collaboration with Roberti Community House. Kidney tests were conducted for 95 individuals, and various vaccines were offered, including: Covid-19, Hepatitis, Shingles, Tetanus, HPV, Pneumonia, Meningitis
- It was a highly successful event, with over 10 organizations from Lake County offering their resources.
- 8 Covid-19, 10 Hepatitis, 15 Shingles, 10 Tetanus, 4 HPV, 4 Pneumonia, & 1 Meningitis = A total of 52 vaccines administered.



Resource Events

- The library's Community Health Workers attended an event in Gurnee, where the Mexican Consulate was present from March 5th-9th. We were able to share information about the resources offered by the library and 2 individuals approached the resource table to inquire about English classes.
- Approximately 120 flyers about the library's programs were distributed.



Community Feedback Given to CHWs

- A mother of 3 was very amazed by how beautiful and transformed the library is. She has lived in Highwood for over 30 years and says she is happy about this change. Even though the library wasn't beautiful when she was young, now her children can enjoy it. She told me she will bring them more often, starting with the movies of the month in March, and she will also attend the health groups.

Sanando el Alma en Comunidad | Mental Health Awareness & Education - Erika

- **FACEBOOK LIVE | Cultivating Mental Well-being in Teenagers:** We discussed practical strategies and tips for parents and guardians, focusing on supporting young individuals towards strong mental health. Viewers learned how to recognize warning signs, how to encourage effective communication, and build emotional resilience in our teens. The goal was to empower viewers with knowledge and tools

to positively impact the mental well-being of the teenagers in their lives. 11 Peak Live Viewers, 346 People Reached.

- **Sleep Well to Live Better:** The goal of this workshop was to enhance participants' sleep quality by offering practical advice and effective techniques to address sleep issues and optimize nighttime rest. Attendees learned to improve their sleep, leading to increased energy and overall well-being in their daily lives.
- During this workshop, participants expressed gratitude for the “Sanando el Alma” program and how it positively impacted their well-being. While saddened by its conclusion, they were encouraged to explore other programming options such as support groups. One participant emphasized the importance of the Tuesday discussions as a valuable sanctuary for learning self-improvement tools in a safe and supportive environment. 5 participants
- **Strengthening Self-Esteem in Our Children:** Parents were empowered with the knowledge and practical tools needed to actively support the development of healthy self-esteem in their children. This included strategies to nurture confidence and resilience, enabling children to approach challenges with assurance and positivity. 4 participants
- **Discovering the Inner Child: Healing Emotional Wounds:** Participants were introduced to the power of Emotional Freedom Technique (EFT) as a simple and effective tool for reducing stress and anxiety. Attendees learned how to apply this technique to improve their emotional well-being and navigate daily challenges with increased calmness. 11 participants



PAZ Y CALMA - Erika

- This program offers participants meditative and mindfulness practices to find peace and calm. – average of 10 participants (20 total)

Coaching - Erika

- With the conclusion of the coaching program, the coach quickly pivoted to ensure a seamless transition for clients, ensuring that clients felt supported as they wrapped up their sessions positively.
- Clients received personalized support to foster confidence in their ongoing growth journey, while the coach curated additional resources and program recommendations to sustain their progress. Each client received personalized guidance to help them integrate the tools they learned into their daily routines, empowering them to continue their personal growth journey

Board Meeting Open Items

Other Updates

The Friends of the Highwood Public Library

- None
- None
- The Friends is planning fundraising and donor stewardship initiatives they will work on throughout FY25 to support programming of the Library.

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

	Mar 31, 24	Feb 29, 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	169.44	169.44	0.00	0.0%
10201 · BOH General Fund Chk. (3563)				
10201.1 · BOH - Operating	455,419.06	403,379.80	52,039.26	12.9%
Total 10201 · BOH General Fund Chk. (3563)	455,419.06	403,379.80	52,039.26	12.9%
10203 · BOH General Fund Money Market	425,140.15	425,106.37	33.78	0.0%
10206 · BOH Payroll Acct. Chk. (0133)	7,975.84	38,036.96	-30,061.12	-79.0%
10216 · IMET Capital Impr. Fund (8102)	3,949.61	3,932.88	16.73	0.4%
10221 · IMET Reserve Fund (8101)	21,663.70	21,571.92	91.78	0.4%
10240 · BOH Convenience Fund Chk (2208)	603.51	393.31	210.20	53.4%
10250 · BOH Building Renovation Account	10,000.00	10,000.00	0.00	0.0%
Total 10000 · CASH & INVESTMENT ACCOUNTS	924,971.31	902,640.68	22,330.63	2.5%
Total Checking/Savings	924,971.31	902,640.68	22,330.63	2.5%
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	1,248,142.63	1,225,812.00	22,330.63	1.8%
TOTAL ASSETS	1,248,142.63	1,225,812.00	22,330.63	1.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	11,797.05	2,710.29	9,086.76	335.3%
Total Accounts Payable	11,797.05	2,710.29	9,086.76	335.3%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	442.31	6,002.55	-5,560.24	-92.6%
22101 · Insurance Payable	6,465.29	6,322.74	142.55	2.3%
Total 22000 · Payroll Liabilities	6,907.60	12,325.29	-5,417.69	-44.0%
24000 · Deferred Property Taxes	321,750.00	321,750.00	0.00	0.0%
Total Other Current Liabilities	328,657.60	334,075.29	-5,417.69	-1.6%
Total Current Liabilities	340,454.65	336,785.58	3,669.07	1.1%
Total Liabilities	340,454.65	336,785.58	3,669.07	1.1%
Equity				
32000 · Unrestricted Net Assets	1,657,180.89	1,657,180.89	0.00	0.0%
Net Income	-749,492.91	-768,154.47	18,661.56	2.4%
Total Equity	907,687.98	889,026.42	18,661.56	2.1%
TOTAL LIABILITIES & EQUITY	1,248,142.63	1,225,812.00	22,330.63	1.8%

Highwood Public Library & Community Center Profit & Loss YTD Budget vs. Actual May 2023 through March 2024

	May '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	321,969.69	321,750.00	219.69	100.1%
41200 · Tax Revenue - PPRT	0.00	4,000.00	-4,000.00	0.0%
41300 · Grants				
41305 · Per Capita Grant	7,484.15	7,480.00	4.15	100.1%
41320 · Temp. Restricted Grant Programs	1,085,274.83	1,234,535.00	-149,260.17	87.9%
41330 · Temp. Restricted Grant- Bldg	1,057,891.12	2,621,300.00	-1,563,408.88	40.4%
Total 41300 · Grants	2,150,650.10	3,863,315.00	-1,712,664.90	55.7%
41400 · Interest & Dividends	1,897.32	40.00	1,857.32	4,743.3%
Total 41000 · GENERAL REVENUES	2,474,517.11	4,189,105.00	-1,714,587.89	59.1%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	17.00	0.00	17.00	100.0%
42600 · Photocopier	156.24	1,800.00	-1,643.76	8.7%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	3,978.23	800.00	3,178.23	497.3%
42900.2 · Friends of the Library	483,000.00	12,600.00	470,400.00	3,833.3%
Total 42900 · Gifts & Donations	486,978.23	13,400.00	473,578.23	3,634.2%
Total 42000 · OPERATING REVENUES	487,151.47	15,200.00	471,951.47	3,204.9%
49999 · Miscellaneous Income	110.60	0.00	110.60	100.0%
Total Income	2,961,779.18	4,204,305.00	-1,242,525.82	70.4%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	145,389.96	186,894.14	-41,504.18	77.8%
51110 · Bonuses	0.00	1,839.75	-1,839.75	0.0%
51115 · IMRF Expense	5,399.35	5,908.20	-508.85	91.4%
51120 · Medical/Health Insurance	16,707.70	27,636.80	-10,929.10	60.5%
51125 · Dental Insurance	318.00	0.00	318.00	100.0%
51130 · Life Insurance	182.35	1,774.00	-1,591.65	10.3%
51140 · Employer FICA	10,833.85	14,297.40	-3,463.55	75.8%
51999 · Payroll Processing Fees	1,923.75	1,127.00	796.75	170.7%
Total 51000 · PERSONNEL & BENEFITS	180,754.96	239,477.29	-58,722.33	75.5%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	3,396.24	4,000.00	-603.76	84.9%
52100.2 · Books F - Children/Juvenile	3,845.16	2,500.00	1,345.16	153.8%
52100.3 · Books F - Young Adult	1,387.67	1,500.00	-112.33	92.5%
52100.4 · Books F - Spanish Adult	253.96	750.00	-496.04	33.9%
52100.5 · Books F - Spanish Chld./Juv.	395.48	1,850.00	-1,454.52	21.4%
Total 52100 · Books, Fiction	9,278.51	10,600.00	-1,321.49	87.5%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	1,596.84	2,200.00	-603.16	72.6%
52150.2 · Books NF - Children/Juvenile	825.87	2,700.00	-1,874.13	30.6%
52150.4 · Books NF - Spanish	139.88	1,000.00	-860.12	14.0%
52150.5 · Books NF - Spanish Chld./Juv.	313.68	0.00	313.68	100.0%
Total 52150 · Books, Non-Fiction	2,876.27	5,900.00	-3,023.73	48.8%
52200 · A/V Materials				
52200.1 · A/V - Adult	569.43	1,800.00	-1,230.57	31.6%
52200.2 · A/V - Children/Juvenile	789.70	1,000.00	-210.30	79.0%
52200.6 · A/V Games	0.00	1,000.00	-1,000.00	0.0%
Total 52200 · A/V Materials	1,359.13	3,800.00	-2,440.87	35.8%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	2,111.22	1,200.00	911.22	175.9%

Highwood Public Library & Community Center

04/17/24

Profit & Loss YTD Budget vs. Actual

Accrual Basis

May 2023 through March 2024

	May '23 - Mar 24	Budget	\$ Over Budget	% of Budget
52350.4 · On-Line - eRead	650.00	700.00	-50.00	92.9%
Total 52350 · On-Line Resources	2,761.22	1,900.00	861.22	145.3%
52400 · Periodicals				
52400.1 · Periodicals - Adult	1,740.35	4,200.00	-2,459.65	41.4%
52400.3 · Periodicals - Subscription Svc	559.98	700.00	-140.02	80.0%
Total 52400 · Periodicals	2,300.33	4,900.00	-2,599.67	46.9%
52650 · Processing Supplies	829.77	1,200.00	-370.23	69.1%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	19,405.23	28,300.00	-8,894.77	68.6%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	114.00			
53100.2 · Program Fac- Young Adult	0.00	600.00	-600.00	0.0%
53100.3 · Program Fac- Child	495.00	2,000.00	-1,505.00	24.8%
Total 53100 · Library Program Facilitators	609.00	2,600.00	-1,991.00	23.4%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	286.18	1,000.00	-713.82	28.6%
53200.2 · Prog. Suppl. - Children	1,694.83	2,600.00	-905.17	65.2%
53200.3 · Prog. Suppl. - Young Adult	972.38	1,000.00	-27.62	97.2%
Total 53200 · Program Supplies	2,953.39	4,600.00	-1,646.61	64.2%
Total 53000 · PROGRAMMING	3,562.39	7,200.00	-3,637.61	49.5%
54000 · GRANT EXPENSES				
54110 · Contracted Services	182,572.25	198,900.00	-16,327.75	91.8%
54115 · Staff Development	20,835.19	13,575.00	7,260.19	153.5%
54120 · Wages & Salaries	679,468.57	818,210.00	-138,741.43	83.0%
54130 · Employer FICA	50,288.88	62,600.00	-12,311.12	80.3%
54131 · IMRF Expense	23,875.28	26,800.00	-2,924.72	89.1%
54132 · Medical/Dental Benefits	61,242.23	77,200.00	-15,957.77	79.3%
54135 · Grant Program Supplies	72,592.42	29,750.00	42,842.42	244.0%
54155 · Travel Reimbursement	0.00	800.00	-800.00	0.0%
54185 · Grant Telecommunications	1,045.36	2,600.00	-1,554.64	40.2%
54195 · Training Expense	50.00	900.00	-850.00	5.6%
54196 · Liability/Property Insurance	2,839.00	3,200.00	-361.00	88.7%
54197 · Indirect Costs to Operations	4,552.83	0.00	4,552.83	100.0%
Total 54000 · GRANT EXPENSES	1,099,362.01	1,234,535.00	-135,172.99	89.1%
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	1,930,479.00	2,621,300.00	-690,821.00	73.6%
54515 · Grant Renovation Furniture	309,039.69	0.00	309,039.69	100.0%
54520 · Grant Renovation Technology	97,908.11	0.00	97,908.11	100.0%
Total 54500 · Grant Building Renovation Expen	2,337,426.80	2,621,300.00	-283,873.20	89.2%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	1,291.65	1,140.00	151.65	113.3%
55100.2 · Library Board Expense	135.94	600.00	-464.06	22.7%
55100.3 · Travel Reimbursement	244.17	200.00	44.17	122.1%
Total 55100 · Library Board & Staff Expenses	1,671.76	1,940.00	-268.24	86.2%
55200 · Technology				
55200.1 · Circulation System (ILS)	1,100.00	1,500.00	-400.00	73.3%
55200.2 · Baker/Taylor TS3 Search System	1,798.50	1,800.00	-1.50	99.9%
55200.3 · Website	725.00	1,000.00	-275.00	72.5%
55200.5 · Hardware Purchases	4,386.75	2,500.00	1,886.75	175.5%
55200.6 · Software	415.48	800.00	-384.52	51.9%
Total 55200 · Technology	8,425.73	7,600.00	825.73	110.9%
55300 · Furniture & Equipment				

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

04/17/24

May 2023 through March 2024

Accrual Basis

	May '23 - Mar 24	Budget	\$ Over Budget	% of Budget
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%
55300.3 · Equipment Purchases	2,900.95	250.00	2,650.95	1,160.4%
Total 55300 · Furniture & Equipment	2,900.95	550.00	2,350.95	527.4%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	6,583.74	6,400.00	183.74	102.9%
55400.3 · Membership Dues/Fees	1,857.44	1,640.00	217.44	113.3%
55400.4 · Licensing Fees	4,512.55	5,240.00	-727.45	86.1%
55400.5 · Postage & Shipping Fees	119.60	300.00	-180.40	39.9%
55400.6 · Telecommunications/Internet	4,001.71	2,950.00	1,051.71	135.7%
55400.7 · Utilities	0.00	600.00	-600.00	0.0%
55400.8 · Liability/Property Insurance	3,409.00	7,880.00	-4,471.00	43.3%
55400.9 · Workers Compensation Insurance	0.00	3,100.00	-3,100.00	0.0%
Total 55400 · General Office/Administration	20,484.04	28,110.00	-7,625.96	72.9%
55500 · Outreach & Public Relations				
55500.2 · Public Relations - Gen. Library	1,643.74	1,500.00	143.74	109.6%
55500.3 · Community Outreach/Relations	76.66	500.00	-423.34	15.3%
55500.7 · Newsletter	360.79	300.00	60.79	120.3%
Total 55500 · Outreach & Public Relations	2,081.19	2,300.00	-218.81	90.5%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.3 · Other Bank Fees	38.00	0.00	38.00	100.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	38.00	0.00	38.00	100.0%
Total 55000 · GENERAL ADMINISTRATION	35,601.67	40,500.00	-4,898.33	87.9%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	6,600.00	0.00	6,600.00	100.0%
56150 · Audit Services	4,200.00	9,000.00	-4,800.00	46.7%
56200 · Cleaning Services	10,330.50	11,856.00	-1,525.50	87.1%
56300 · IT/Computer Services	8,316.99	7,000.00	1,316.99	118.8%
56400 · Legal Services	445.00	500.00	-55.00	89.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	2,912.16	3,810.00	-897.84	76.4%
56500.2 · Maintenance Svcs. - Exterior	801.75	800.00	1.75	100.2%
Total 56500 · Maintenance Services	3,713.91	4,610.00	-896.09	80.6%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	33,606.40	32,966.00	640.40	101.9%
59000 · Bad Debt	1,552.63	0.00	1,552.63	100.0%
Total Expense	3,711,272.09	4,204,278.29	-493,006.20	88.3%
Net Ordinary Income	-749,492.91	26.71	-749,519.62	-2,806,038.6%
Net Income	-749,492.91	26.71	-749,519.62	-2,806,038.6%

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

04/17/24

Accrual Basis

March 2024

	Mar 24	Feb 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41300 · Grants				
41320 · Temp. Restricted Grant Programs	162,000.00	10,823.60	151,176.40	1,396.7%
Total 41300 · Grants	162,000.00	10,823.60	151,176.40	1,396.7%
41400 · Interest & Dividends	142.29	134.77	7.52	5.6%
Total 41000 · GENERAL REVENUES	162,142.29	10,958.37	151,183.92	1,379.6%
42000 · OPERATING REVENUES				
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	18.93	0.00	0.0%
42900.2 · Friends of the Library	18,125.00	0.00	18,125.00	100.0%
Total 42900 · Gifts & Donations	18,143.93	18.93	18,125.00	95,747.5%
Total 42000 · OPERATING REVENUES	18,143.93	18.93	18,125.00	95,747.5%
Total Income	180,286.22	10,977.30	169,308.92	1,542.4%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	18,922.49	19,128.64	-206.15	-1.1%
51115 · IMRF Expense	698.20	708.16	-9.96	-1.4%
51120 · Medical/Health Insurance	2,480.69	0.00	2,480.69	100.0%
51125 · Dental Insurance	0.00	0.00	0.00	0.0%
51130 · Life Insurance	25.87	0.00	25.87	100.0%
51135 · Vision Insurance	0.00	0.00	0.00	0.0%
51140 · Employer FICA	1,379.74	1,406.04	-26.30	-1.9%
51999 · Payroll Processing Fees	128.00	636.06	-508.06	-79.9%
Total 51000 · PERSONNEL & BENEFITS	23,634.99	21,878.90	1,756.09	8.0%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	379.88	17.70	362.18	2,046.2%
52100.2 · Books F - Children/Juvenile	214.74	27.98	186.76	667.5%
52100.3 · Books F - Young Adult	430.09	294.34	135.75	46.1%
52100.4 · Books F - Spanish Adult	100.00	0.00	100.00	100.0%
52100.5 · Books F - Spanish Child./Juv.	0.00	29.44	-29.44	-100.0%
Total 52100 · Books, Fiction	1,124.71	369.46	755.25	204.4%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	195.96	49.54	146.42	295.6%
52150.4 · Books NF - Spanish	100.00	0.00	100.00	100.0%
Total 52150 · Books, Non-Fiction	295.96	49.54	246.42	497.4%
52200 · A/V Materials				
52200.1 · A/V - Adult	103.78	14.99	88.79	592.3%
52200.2 · A/V - Children/Juvenile	186.71	273.83	-87.12	-31.8%
Total 52200 · A/V Materials	290.49	288.82	1.67	0.6%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	631.89	0.00	631.89	100.0%
Total 52350 · On-Line Resources	631.89	0.00	631.89	100.0%
52400 · Periodicals				
52400.1 · Periodicals - Adult	16.24	474.97	-458.73	-96.6%
Total 52400 · Periodicals	16.24	474.97	-458.73	-96.6%
52650 · Processing Supplies	195.93	38.43	157.50	409.8%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	2,555.22	1,221.22	1,334.00	109.2%

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

04/17/24

March 2024

Accrual Basis

	Mar 24	Feb 24	\$ Change	% Change
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	114.00	0.00	114.00	100.0%
53100.3 · Program Fac- Child	495.00	0.00	495.00	100.0%
Total 53100 · Library Program Facilitators	609.00	0.00	609.00	100.0%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	0.00	1.25	-1.25	-100.0%
53200.2 · Prog. Suppl. - Children	390.66	486.68	-96.02	-19.7%
53200.3 · Prog. Suppl. - Young Adult	253.94	385.16	-131.22	-34.1%
Total 53200 · Program Supplies	644.60	873.09	-228.49	-26.2%
Total 53000 · PROGRAMMING	1,253.60	873.09	380.51	43.6%
54000 · GRANT EXPENSES				
54110 · Contracted Services	16,952.75	17,196.00	-243.25	-1.4%
54115 · Staff Development	2,505.00	3,108.94	-603.94	-19.4%
54120 · Wages & Salaries	48,703.06	48,740.07	-37.01	-0.1%
54130 · Employer FICA	3,542.65	3,588.03	-45.38	-1.3%
54131 · IMRF Expense	2,112.06	2,111.62	0.44	0.0%
54132 · Medical/Dental Benefits	6,083.50	0.00	6,083.50	100.0%
54135 · Grant Program Supplies	4,430.62	3,478.60	952.02	27.4%
54185 · Grant Telecommunications	0.00	231.25	-231.25	-100.0%
Total 54000 · GRANT EXPENSES	84,329.64	78,454.51	5,875.13	7.5%
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	38,398.00	17,198.00	21,200.00	123.3%
54520 · Grant Renovation Technology	1,881.96	1,842.43	39.53	2.2%
Total 54500 · Grant Building Renovation Expen	40,279.96	19,040.43	21,239.53	111.6%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	360.00	56.97	303.03	531.9%
Total 55100 · Library Board & Staff Expenses	360.00	56.97	303.03	531.9%
55200 · Technology				
55200.5 · Hardware Purchases	575.90	15.34	560.56	3,654.2%
55200.6 · Software	415.48	0.00	415.48	100.0%
Total 55200 · Technology	991.38	15.34	976.04	6,362.7%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	382.54	667.39	-284.85	-42.7%
55400.3 · Membership Dues/Fees	183.00	349.00	-166.00	-47.6%
55400.4 · Licensing Fees	0.00	407.91	-407.91	-100.0%
55400.6 · Telecommunications/Internet	136.84	253.17	-116.33	-46.0%
Total 55400 · General Office/Administration	702.38	1,677.47	-975.09	-58.1%
55500 · Outreach & Public Relations				
55500.7 · Newsletter	38.25	38.25	0.00	0.0%
Total 55500 · Outreach & Public Relations	38.25	38.25	0.00	0.0%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.3 · Other Bank Fees	0.00	20.00	-20.00	-100.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	0.00	20.00	-20.00	-100.0%
Total 55000 · GENERAL ADMINISTRATION	2,092.01	1,808.03	283.98	15.7%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	2,400.00	3,600.00	-1,200.00	-33.3%
56200 · Cleaning Services	1,482.00	1,425.00	57.00	4.0%
56300 · IT/Computer Services	3,200.00	2,273.80	926.20	40.7%
56400 · Legal Services	240.00	0.00	240.00	100.0%
56500 · Maintenance Services				

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

04/17/24

Accrual Basis

March 2024

	Mar 24	Feb 24	\$ Change	% Change
56500.1 · Maintenance Svcs. - Interior	29.46	140.46	-111.00	-79.0%
56500.2 · Maintenance Svcs. - Exterior	127.78	105.00	22.78	21.7%
Total 56500 · Maintenance Services	157.24	245.46	-88.22	-35.9%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	7,479.24	7,544.26	-65.02	-0.9%
Total Expense	161,624.66	130,820.44	30,804.22	23.6%
Net Ordinary Income	18,661.56	-119,843.14	138,504.70	115.6%
Net Income	18,661.56	-119,843.14	138,504.70	115.6%

Highwood Public Library & Community Center Profit & Loss Detail March 2024

Type	Date	Num	Source Name	Memo	Class	Amount	Balance
Ordinary Income/Expense							
Income							
41000 · GENERAL REVENUES							
41300 · Grants							
41320 · Temp. Restricted Grant Programs							
Deposit	03/07/2024	DD		NSU III Grant Disbursement	Health Equity:HE Northshore University III	162,000.00	162,000.00
Total 41320 · Temp. Restricted Grant Programs						162,000.00	162,000.00
Total 41300 · Grants						162,000.00	162,000.00
41400 · Interest & Dividends							
Deposit	03/31/2024			Interest		16.73	16.73
Deposit	03/31/2024			Interest		91.78	108.51
Deposit	03/31/2024			Interest		33.78	142.29
Total 41400 · Interest & Dividends						142.29	142.29
Total 41000 · GENERAL REVENUES						162,142.29	162,142.29
42000 · OPERATING REVENUES							
42900 · Gifts & Donations							
42900.1 · General Gifts & Donations							
Deposit	03/08/2024	DD		PayPal Donation - Net of Fees		18.93	18.93
Total 42900.1 · General Gifts & Donations						18.93	18.93
42900.2 · Friends of the Library							
Deposit	03/07/2024	DD		CommCat III Grant Disbursement	Health Equity:HE CommCat III RF	18,125.00	18,125.00
Total 42900.2 · Friends of the Library						18,125.00	18,125.00
Total 42900 · Gifts & Donations						18,143.93	18,143.93
Total 42000 · OPERATING REVENUES						18,143.93	18,143.93
Total Income						180,286.22	180,286.22
Expense							
51000 · PERSONNEL & BENEFITS							
51100 · Wages & Salaries							
General Journal	03/08/2024	24.03.08 PR		P/R 03/08/2024		9,523.47	9,523.47
General Journal	03/22/2024	24.03.22 PR		P/R 03/22/2024		9,399.02	18,922.49
Total 51100 · Wages & Salaries						18,922.49	18,922.49
51115 · IMRF Expense							
General Journal	03/08/2024	24.03.08 PR		P/R IMRF 03/08/2024		353.86	353.86
General Journal	03/22/2024	24.03.22 PR		P/R IMRF 03/22/2024		344.34	698.20
Total 51115 · IMRF Expense						698.20	698.20
51120 · Medical/Health Insurance							
Bill	03/01/2024	2024-March	City of Highwood.	March 2024 Medical/Health Insurance		3,188.77	3,188.77
General Journal	03/01/2024	3.24 MEAdj	City of Highwood.	March 2024 Medical/Health/dental Insurance - EE Contri...		-708.08	2,480.69
Total 51120 · Medical/Health Insurance						2,480.69	2,480.69
51125 · Dental Insurance							
Bill	03/01/2024	2024-March	City of Highwood.	March 2024 Medical/Health Insurance		146.94	146.94
General Journal	03/01/2024	3.24 MEAdj	City of Highwood.	March 2024 Medical/Health/dental Insurance - EE Contri...		-146.94	0.00
Total 51125 · Dental Insurance						0.00	0.00
51130 · Life Insurance							
Bill	03/01/2024	2024-March	City of Highwood.	March 2024 Medical/Health Insurance		25.87	25.87
Total 51130 · Life Insurance						25.87	25.87
51135 · Vision Insurance							
Bill	03/01/2024	2024-March	City of Highwood.	March 2024 Medical/Health Insurance		36.91	36.91

Highwood Public Library & Community Center Profit & Loss Detail March 2024

Type	Date	Num	Source Name	Memo	Class	Amount	Balance
General Journal	03/01/2024	3.24 MEAdj	City of Highwood.	March 2024 Medical/Health/dental Insurance - EE Contri...		-36.91	0.00
Total 51135 · Vision Insurance						0.00	0.00
51140 · Employer FICA							
General Journal	03/08/2024	24.03.08 PR		P/R Tax-ER FICA & Medicare 03/08/2024		695.94	695.94
General Journal	03/22/2024	24.03.22 PR		P/R Tax-ER FICA & Medicare 03/22/2024		683.80	1,379.74
Total 51140 · Employer FICA						1,379.74	1,379.74
51999 · Payroll Processing Fees							
Bill	03/05/2024	4978410	Paychex	Paychex Time & Attendance for February		128.00	128.00
Total 51999 · Payroll Processing Fees						128.00	128.00
Total 51000 · PERSONNEL & BENEFITS						23,634.99	23,634.99
52000 · LIBRARY MATERIALS & SUPPLIES							
52100 · Books, Fiction							
52100.1 · Books F - Adult							
Bill	03/20/2024	11125097168019411	Amazon.com	Books F - Adult		24.95	24.95
Bill	03/27/2024	11179032926490634	Amazon.com	Books F - Adult		18.77	43.72
Bill	03/29/2024	2038194953	Baker & Taylor	Books F - Adult		336.16	379.88
Total 52100.1 · Books F - Adult						379.88	379.88
52100.2 · Books F - Children/Juvenile							
Bill	03/07/2024	11129305558708221	Amazon.com	Books F - Children/Juvenile		48.92	48.92
Bill	03/18/2024	11489653935455467	Amazon.com	Books F - Children/Juvenile		10.49	59.41
Bill	03/28/2024	11199022487159426	Amazon.com	Books F - Children/Juvenile		6.43	65.84
Bill	03/30/2024	11498110732392216	Amazon.com	Books F - Children/Juvenile		148.90	214.74
Total 52100.2 · Books F - Children/Juvenile						214.74	214.74
52100.3 · Books F - Young Adult							
Bill	03/01/2024	11362213870758643	Amazon.com	YA Fiction for March		17.99	17.99
Bill	03/03/2024	11340073389646607	Amazon.com	Youth Fiction for March		81.97	99.96
Bill	03/03/2024	11362240305646658	Amazon.com	Books F - Young Adult		94.74	194.70
Bill	03/04/2024	11346975828989801	Amazon.com	Youth Fiction for March		23.85	218.55
Bill	03/26/2024	11338584640405863	Amazon.com	Books F - Young Adult		108.29	326.84
Bill	03/26/2024	11373257773769018	Amazon.com	YA Fiction for March		16.99	343.83
Bill	03/27/2024	11339511025226641	Amazon.com	Books F - Young Adult		86.26	430.09
Total 52100.3 · Books F - Young Adult						430.09	430.09
52100.4 · Books F - Spanish Adult							
Bill	03/11/2024	95645	TPRS Books	Books F - Spanish Adult		100.00	100.00
Total 52100.4 · Books F - Spanish Adult						100.00	100.00
Total 52100 · Books, Fiction						1,124.71	1,124.71
52150 · Books, Non-Fiction							
52150.1 · Books NF - Adult							
Bill	03/29/2024	2038194954	Baker & Taylor	Books NF - Adult		146.03	146.03
Bill	03/30/2024	11498110732392216	Amazon.com	Books NF - Adult		49.93	195.96
Total 52150.1 · Books NF - Adult						195.96	195.96
52150.4 · Books NF - Spanish							
Bill	03/11/2024	95645	TPRS Books	Books NF - Spanish		100.00	100.00
Total 52150.4 · Books NF - Spanish						100.00	100.00
Total 52150 · Books, Non-Fiction						295.96	295.96
52200 · A/V Materials							
52200.1 · A/V - Adult							
Bill	03/26/2024	11185364866153067	Amazon.com	A/V - Adult		37.98	37.98
Bill	03/27/2024	11179032926490634	Amazon.com	A/V - Adult		65.80	103.78

Highwood Public Library & Community Center Profit & Loss Detail March 2024

Type	Date	Num	Source Name	Memo	Class	Amount	Balance
Total 52200.1 · A/V - Adult						103.78	103.78
52200.2 · A/V - Children/Juvenile							
Bill	03/28/2024	11115033666160249	Amazon.com	A/V - Children/Juvenile		18.99	18.99
Bill	03/29/2024	11126940464391456	Amazon.com	Youth A/V for March		167.72	186.71
Total 52200.2 · A/V - Children/Juvenile						186.71	186.71
Total 52200 · A/V Materials						290.49	290.49
52350 · On-Line Resources							
52350.3 · On-Line - Hoopla							
Bill	03/01/2024	505128974	Hoopla	February Usage		255.96	255.96
Bill	03/31/2024	505272763	Hoopla	March Usage		375.93	631.89
Total 52350.3 · On-Line - Hoopla						631.89	631.89
Total 52350 · On-Line Resources						631.89	631.89
52400 · Periodicals							
52400.1 · Periodicals - Adult							
Bill	03/01/2024	03012024	Pioneer Press Newspapers	Pioneer Press Subscription 3/1-5/31/24		16.24	16.24
Total 52400.1 · Periodicals - Adult						16.24	16.24
Total 52400 · Periodicals						16.24	16.24
52650 · Processing Supplies							
Bill	03/12/2024	1536367	Follett School Solutions, Inc.	Barcode Labels		124.27	124.27
Bill	03/18/2024	37758287	Quill	Labels for Books		33.43	157.70
Bill	03/29/2024	2038194954	Baker & Taylor	Processing Supplies		11.53	169.23
Bill	03/29/2024	2038194953	Baker & Taylor	Processing Supplies		26.70	195.93
Total 52650 · Processing Supplies						195.93	195.93
Total 52000 · LIBRARY MATERIALS & SUPPLIES						2,555.22	2,555.22
53000 · PROGRAMMING							
53100 · Library Program Facilitators							
53100.1 · Program Fac.-Adult							
Bill	03/31/2024	1029	Deerfield Public Library	Clarence Goodman Program Fee		114.00	114.00
Total 53100.1 · Program Fac.-Adult						114.00	114.00
53100.3 · Program Fac- Child							
Bill	03/01/2024	14953-22952	Traveling Lantern Theatre Company	Summer Reading Wrap-Up Performance		495.00	495.00
Total 53100.3 · Program Fac- Child						495.00	495.00
Total 53100 · Library Program Facilitators						609.00	609.00
53200 · Program Supplies							
53200.2 · Prog. Suppl. - Children							
Bill	03/02/2024	03022024	Michaels	Steam Storytime Supplies		24.89	24.89
Bill	03/04/2024	11347102238308214	Amazon.com	Childrens Program Supplies		35.28	60.17
Bill	03/08/2024	11491828220880216	Amazon.com	Supplies for Janea Harris Visit		18.98	79.15
Bill	03/12/2024	03122024	La Union Supermarket	Childrens Moving Meeting Supplies		7.71	86.86
Bill	03/12/2024	03122024	La Plancha Loca Taqueria	Childrens Moving Meeting Supplies		78.30	165.16
Bill	03/26/2024	03262024	Costco	Movie Program Supplies		132.21	297.37
Bill	03/26/2024	03262024-2	Costco	Movie Program Supplies		3.00	300.37
Bill	03/28/2024	11485981595082667	Amazon.com	April Program Supplies		73.31	373.68
Bill	03/28/2024	11442297506823430	Amazon.com	April Program Supplies		16.98	390.66
Total 53200.2 · Prog. Suppl. - Children						390.66	390.66
53200.3 · Prog. Suppl. - Young Adult							
Bill	03/07/2024	11374133287754660	Amazon.com	Youth Program Supplies		48.44	48.44
Bill	03/20/2024	03202024	Target	Youth Anime Manga Supplies		71.99	120.43
Bill	03/21/2024	11461562281447411	Amazon.com	Youth Program Supplies		19.99	140.42
Bill	03/24/2024	11414986273817012	Amazon.com	Youth Program Supplies		8.98	149.40

Highwood Public Library & Community Center Profit & Loss Detail March 2024

Type	Date	Num	Source Name	Memo	Class	Amount	Balance
Bill	03/25/2024	11431315789504242	Amazon.com	Youth Program Supplies for March		104.54	253.94
Total 53200.3 · Prog. Suppl. - Young Adult						253.94	253.94
Total 53200 · Program Supplies						644.60	644.60
Total 53000 · PROGRAMMING						1,253.60	1,253.60
54000 · GRANT EXPENSES							
54110 · Contracted Services							
Bill	03/01/2024	1022	Consuelo, Inc.	Therapy Services for March	Health Equity:HE NorthShore University II RP	2,400.00	2,400.00
Bill	03/01/2024	03012024	Avila, Genesis	March Community Health Education & Engagement	Health Equity:HE NorthShore University II RP	952.00	3,352.00
Bill	03/01/2024	03012024	Vergara Castrejon, Oralia	March Community Health Education & Engagement	Health Equity:HE NorthShore University II RP	1,560.00	4,912.00
Bill	03/01/2024	03012024	Lomeli, Itzayana Rocio Gonzalez	March Community Health Education & Engagement	Health Equity:HE NorthShore University II RP	1,560.00	6,472.00
Bill	03/01/2024	03012024	Vazquez, Fabiola Hernandez	March Community Health Education & Engagement	Health Equity:HE NorthShore University II RP	1,560.00	8,032.00
Bill	03/01/2024	03012024	Brito, Carolina	March Counseling Services	Health Equity:HE NorthShore University II RP	1,856.00	9,888.00
Bill	03/02/2024	03022024	Simon Pina, Beatriz	March Community Health Education & Engagement	Health Equity:HE NorthShore University II RP	1,560.00	11,448.00
Bill	03/05/2024	03052024	Spanish Adult Literacy Consultant	English & Spanish Literacy & GED Education for March	Adult Literacy:LIT Anonymous W RP	5,000.00	16,448.00
Bill	03/07/2024	03072024	Castrejon, Emily	October & November Learning Partners Administrative ...	Youth Services:YS Grainger 24 RP	33.75	16,481.75
Bill	03/11/2024	02012024-2	Brito, Carolina	February Counseling Services Balance Due	Health Equity:HE NorthShore University II RP	1.00	16,482.75
Bill	03/18/2024	03182024	Limon, Ixtel Andrea	Operations & Marketing Support for March	Health Equity:HE NorthShore University II RP	400.00	16,882.75
Bill	03/31/2024	178744	Clear Investigative Advantage	March Background Check - I. Limon	Health Equity:HE HPCF July 4th II RP	35.00	16,917.75
Bill	03/31/2024	178744	Clear Investigative Advantage	March Background Check - B. Pickard	Youth Services:YS HPCF 2023 RP	35.00	16,952.75
Total 54110 · Contracted Services						16,952.75	16,952.75
54115 · Staff Development							
Bill	03/15/2024	03152024	Gardner, Tynisha	Professional Development for Managers - 3rd Installment	Adult Literacy:LIT Anonymous W RP	2,500.00	2,500.00
Bill	03/23/2024	03232024	Avila, Yenny	Parking Reimbursement	Health Equity:HE NorthShore University II RP	5.00	2,505.00
Total 54115 · Staff Development						2,505.00	2,505.00
54120 · Wages & Salaries							
General Journal	03/08/2024	24.03.08 PR		Grant Wages P/R 03/08/2024	Health Equity:HE Mano a Mano R	2,502.17	2,502.17
General Journal	03/08/2024	24.03.08 PR		Grant Wages P/R 03/08/2024	Health Equity:HE CommCat III RF	3,547.31	6,049.48
General Journal	03/08/2024	24.03.08 PR		Grant Wages P/R 03/08/2024	Health Equity:HE NorthShore University II RP	13,746.40	19,795.88
General Journal	03/08/2024	24.03.08 PR		Grant Wages P/R 03/08/2024	Youth Services:YS ISL PNG II RF	1,320.52	21,116.40
General Journal	03/08/2024	24.03.08 PR		Grant Wages P/R 03/08/2024	Youth Services:YS HPCF 2023 RP	1,422.49	22,538.89
General Journal	03/08/2024	24.03.08 PR		Grant Wages P/R 03/08/2024	Youth Services:YS Grainger 24 RP	1,578.10	24,116.99
General Journal	03/22/2024	24.03.22 PR		Grant Wages P/R 03/22/2024	Health Equity:HE Mano a Mano R	2,541.54	26,658.53
General Journal	03/22/2024	24.03.22 PR		Grant Wages P/R 03/22/2024	Health Equity:HE CommCat III RF	3,547.31	30,205.84
General Journal	03/22/2024	24.03.22 PR		Grant Wages P/R 03/22/2024	Health Equity:HE NorthShore University II RP	14,242.52	44,448.36
General Journal	03/22/2024	24.03.22 PR		Grant Wages P/R 03/22/2024	Youth Services:YS ISL PNG II RF	1,292.06	45,740.42
General Journal	03/22/2024	24.03.22 PR		Grant Wages P/R 03/22/2024	Youth Services:YS HPCF 2023 RP	1,398.77	47,139.19
General Journal	03/22/2024	24.03.22 PR		Grant Wages P/R 03/22/2024	Youth Services:YS Grainger 24 RP	1,563.87	48,703.06
Total 54120 · Wages & Salaries						48,703.06	48,703.06
54130 · Employer FICA							
General Journal	03/08/2024	24.03.08 PR		Grant P/R Tax-ER FICA & Medicare 03/08/2024	Health Equity:HE Mano a Mano R	171.46	171.46
General Journal	03/08/2024	24.03.08 PR		Grant P/R Tax-ER FICA & Medicare 03/08/2024	Health Equity:HE CommCat III RF	260.40	431.86
General Journal	03/08/2024	24.03.08 PR		Grant P/R Tax-ER FICA & Medicare 03/08/2024	Health Equity:HE NorthShore University II RP	1,016.35	1,448.21
General Journal	03/08/2024	24.03.08 PR		Grant P/R Tax-ER FICA & Medicare 03/08/2024	Youth Services:YS ISL PNG II RF	97.85	1,546.06
General Journal	03/08/2024	24.03.08 PR		Grant P/R Tax-ER FICA & Medicare 03/08/2024	Youth Services:YS HPCF 2023 RP	103.24	1,649.30
General Journal	03/08/2024	24.03.08 PR		Grant P/R Tax-ER FICA & Medicare 03/08/2024	Youth Services:YS Grainger 24 RP	110.78	1,760.08
General Journal	03/22/2024	24.03.22 PR		Grant P/R Tax-ER FICA & Medicare 03/22/2024	Health Equity:HE Mano a Mano R	174.47	1,934.55
General Journal	03/22/2024	24.03.22 PR		Grant P/R Tax-ER FICA & Medicare 03/22/2024	Health Equity:HE CommCat III RF	260.40	2,194.95
General Journal	03/22/2024	24.03.22 PR		Grant P/R Tax-ER FICA & Medicare 03/22/2024	Health Equity:HE NorthShore University II RP	1,047.04	3,241.99
General Journal	03/22/2024	24.03.22 PR		Grant P/R Tax-ER FICA & Medicare 03/22/2024	Youth Services:YS ISL PNG II RF	94.97	3,336.96
General Journal	03/22/2024	24.03.22 PR		Grant P/R Tax-ER FICA & Medicare 03/22/2024	Youth Services:YS HPCF 2023 RP	99.68	3,436.64
General Journal	03/22/2024	24.03.22 PR		Grant P/R Tax-ER FICA & Medicare 03/22/2024	Youth Services:YS Grainger 24 RP	106.01	3,542.65
Total 54130 · Employer FICA						3,542.65	3,542.65
54131 · IMRF Expense							
General Journal	03/08/2024	24.03.08 PR		P/R IMRF 03/08/2024	Health Equity:HE Mano a Mano R	115.85	115.85
General Journal	03/08/2024	24.03.08 PR		P/R IMRF 03/08/2024	Health Equity:HE CommCat III RF	164.24	280.09
General Journal	03/08/2024	24.03.08 PR		P/R IMRF 03/08/2024	Health Equity:HE NorthShore University II RP	576.48	856.57
General Journal	03/08/2024	24.03.08 PR		P/R IMRF 03/08/2024	Youth Services:YS ISL PNG II RF	61.15	917.72

Highwood Public Library & Community Center Profit & Loss Detail March 2024

Type	Date	Num	Source Name	Memo	Class	Amount	Balance
General Journal	03/08/2024	24.03.08 PR		P/R IMRF 03/08/2024	Youth Services:YS HPCF 2023 RP	65.87	983.59
General Journal	03/08/2024	24.03.08 PR		P/R IMRF 03/08/2024	Youth Services:YS Grainger 24 RP	73.07	1,056.66
General Journal	03/22/2024	24.03.22 PR		P/R IMRF 03/22/2024	Health Equity:HE Mano a Mano R	117.67	1,174.33
General Journal	03/22/2024	24.03.22 PR		P/R IMRF 03/22/2024	Health Equity:HE CommCat III RF	164.24	1,338.57
General Journal	03/22/2024	24.03.22 PR		P/R IMRF 03/22/2024	Health Equity:HE NorthShore University II RP	576.48	1,915.05
General Journal	03/22/2024	24.03.22 PR		P/R IMRF 03/22/2024	Youth Services:YS ISL PNG II RF	59.83	1,974.88
General Journal	03/22/2024	24.03.22 PR		P/R IMRF 03/22/2024	Youth Services:YS HPCF 2023 RP	64.77	2,039.65
General Journal	03/22/2024	24.03.22 PR		P/R IMRF 03/22/2024	Youth Services:YS Grainger 24 RP	72.41	2,112.06
Total 54131 · IMRF Expense						2,112.06	2,112.06
54132 · Medical/Dental Benefits							
Bill	03/01/2024	2024-March	City of Highwood.	March 2024 Medical/Health Insurance	Youth Services:YS HPCF 2023 RP	594.91	594.91
Bill	03/01/2024	2024-March	City of Highwood.	March 2024 Medical/Health Insurance	Youth Services:YS ISL PNG II RF	272.69	867.60
Bill	03/01/2024	2024-March	City of Highwood.	March 2024 Medical/Health Insurance	Health Equity:HE NorthShore University II RP	3,280.74	4,148.34
Bill	03/01/2024	2024-March	City of Highwood.	March 2024 Medical/Health Insurance	Health Equity:HE Mano a Mano R	2,083.08	6,231.42
Bill	03/01/2024	2024-March	City of Highwood.	March 2024 Medical/Health Insurance	Health Equity:HE CommCat III RF	993.96	7,225.38
Bill	03/01/2024	2024-March	City of Highwood.	March 2024 Medical/Health Insurance	Youth Services:YS Grainger 24 RP	1,104.46	8,329.84
General Journal	03/01/2024	3.24 MEAdj	City of Highwood.	March 2024 Medical/Health/dental Insurance - EE Contri...	Health Equity:HE NorthShore University II RP	-912.70	7,417.14
General Journal	03/01/2024	3.24 MEAdj	City of Highwood.	March 2024 Medical/Health/dental Insurance - EE Contri...	Health Equity:HE Mano a Mano R	-565.47	6,851.67
General Journal	03/01/2024	3.24 MEAdj	City of Highwood.	March 2024 Medical/Health/dental Insurance - EE Contri...	Health Equity:HE CommCat III RF	-310.82	6,540.85
General Journal	03/01/2024	3.24 MEAdj	City of Highwood.	March 2024 Medical/Health/dental Insurance - EE Contri...	Youth Services:YS HPCF 2023 RP	-137.32	6,403.53
General Journal	03/01/2024	3.24 MEAdj	City of Highwood.	March 2024 Medical/Health/dental Insurance - EE Contri...	Youth Services:YS ISL PNG II RF	-60.07	6,343.46
General Journal	03/01/2024	3.24 MEAdj	City of Highwood.	March 2024 Medical/Health/dental Insurance - EE Contri...	Youth Services:YS Grainger 24 RP	-259.96	6,083.50
Total 54132 · Medical/Dental Benefits						6,083.50	6,083.50
54135 · Grant Program Supplies							
Bill	03/01/2024	11342298783110624	Amazon.com	Summer Reading Activities	Youth Services:YS Meridian RP	25.99	25.99
Bill	03/01/2024	03012023	Dollar Tree	Health Equity Support Group Supplies	Health Equity:HE NorthShore University II RP	29.62	55.61
Bill	03/01/2024	11148156638122600	Amazon.com	Spanish GED Books	Adult Literacy:LIT Grainger 24 RP	280.44	336.05
Bill	03/02/2024	11384568880497852	Amazon.com	Summer Reading Prizes	Youth Services:YS Meridian RP	108.75	444.80
Bill	03/02/2024	11308118717381824	Amazon.com	Summer Reading Prizes	Youth Services:YS Meridian RP	78.50	523.30
Bill	03/03/2024	724EA5F5-0027	Simple Practice	Appointment Scheduler for 3/03-04/03/24	Health Equity:HE NorthShore University II RP	394.00	917.30
Bill	03/03/2024	11139615070803434-2	Amazon.com	ESL Program Materials	Adult Literacy:LIT Grainger 24 RP	1,232.70	2,150.00
Bill	03/04/2024	281267	iREAD / Illinois Library Association	Summer Reading Prizes	Youth Services:YS Meridian RP	56.38	2,206.38
Bill	03/05/2024	03052024	Gourmet Frog	Health Equity Support Group Supplies	Health Equity:HE NorthShore University II RP	13.87	2,220.25
Bill	03/06/2024	03062024	Jewel	Meeting Supplies	Health Equity:HE NorthShore University II RP	21.30	2,241.55
General Journal	03/06/2024	3.6 Return	The Grainger Foundation Grant	Noise Machine & Mirror Tiles Return	Youth Services:YS LP22 Grainger RP	-59.65	2,181.90
Bill	03/07/2024	03072024	Mariano's	Staff Meeting Supplies	Health Equity:HE NorthShore University II RP	14.23	2,196.13
Bill	03/08/2024	11119012033301800	Amazon.com	Door Mirror Tiles	Youth Services:YS LP22 Grainger RP	18.99	2,215.12
Bill	03/09/2024	22330971012678645	Amazon.com	Coat Hanger for Staff Workroom	Health Equity:HE NorthShore University II RP	42.40	2,257.52
Bill	03/09/2024	11183681391685851	Amazon.com	Noise Machine & White Boards	Youth Services:YS LP22 Grainger RP	52.98	2,310.50
Bill	03/12/2024	03122024	Walgreens	Migrant Support Group Supplies	Health Equity:HE NorthShore University II RP	18.10	2,328.60
Bill	03/12/2024	12119	RAILS	Swank Movie License 1/1-12/31/24	Youth Services:YS LP22 Grainger RP	385.00	2,713.60
Bill	03/13/2024	03132024	Jewel	Charlas Supplies	Health Equity:HE NorthShore University II RP	32.14	2,745.74
Bill	03/13/2024	11420308174879453	Amazon.com	Makerspace Supplies	Youth Services:YS LP22 Grainger RP	83.84	2,829.58
Bill	03/14/2024	11486418420260231	Amazon.com	Makerspace Supplies	Youth Services:YS LP22 Grainger RP	51.27	2,880.85
Bill	03/16/2024	03162024	Avila, Yenny	Community Engagement Supplies Reimbursement	Health Equity:HE NorthShore University II RP	35.94	2,916.79
Bill	03/19/2024	03192024	Jewel	Health Equity Meeting Supplies	Health Equity:HE NorthShore University II RP	53.30	2,970.09
Bill	03/20/2024	03202024	Jewel	Charlas Supplies	Health Equity:HE NorthShore University II RP	30.91	3,001.00
Bill	03/20/2024	147444598	Nespresso USA	Staff Hospitality Supplies	Health Equity:HE NorthShore University II RP	73.50	3,074.50
Bill	03/21/2024	03212024	Zumba	Instructor Membership for March 2024	Health Equity:HE NorthShore University II RP	43.94	3,118.44
Bill	03/25/2024	11182090376702633	Amazon.com	Summer Reading Prizes	Youth Services:YS Meridian RP	39.90	3,158.34
Bill	03/26/2024	03262024	Walgreens	Health Equity Group Supplies	Health Equity:HE NorthShore University II RP	22.19	3,180.53
Bill	03/26/2024	40374	Highwood Rec Center	Zumba Basement Fee - March	Health Equity:HE NorthShore University II RP	105.00	3,285.53
Bill	03/27/2024	03272024	Carolina Ibarra Carrubias	Charlas Supplies Reimbursement	Health Equity:HE NorthShore University II RP	5.09	3,290.62
Bill	03/28/2024	29138	Zoobean, Inc.	Beanstack Software Subscription 04/28/2024-04/27/2025	Youth Services:YS Meridian RP	1,105.00	4,395.62
Bill	03/28/2024	03282024	Roberti Community House	Health Equity Meeting Fee	Health Equity:HE NorthShore University II RP	35.00	4,430.62
Total 54135 · Grant Program Supplies						4,430.62	4,430.62
Total 54000 · GRANT EXPENSES						84,329.64	84,329.64
54500 · Grant Building Renovation Expen							
54510 · Contracted Services							
Bill	03/11/2024	675 31	W.B. Olson Inc.	February 2023 Construction	Building Renovation:RENO DCEO Grant RS	38,398.00	38,398.00

Highwood Public Library & Community Center Profit & Loss Detail March 2024

Type	Date	Num	Source Name	Memo	Class	Amount	Balance
Total 54510 · Contracted Services						38,398.00	38,398.00
54520 · Grant Renovation Technology							
General Journal	03/05/2024	3.5 Return	ISL Construction Grant	Projector Screen & Stand Refund	Building Renovation:RENO ISL Construction ...	-33.80	-33.80
General Journal	03/05/2024	3.5 Return	ISL Construction Grant	Projector Screen & Stand Refund	Building Renovation:RENO ISL Construction ...	-62.76	-96.56
Bill	03/12/2024	INUS0224703	Faronics Technologies	Public Computer Security Software 03/20/24-03/19/25	Building Renovation:RENO State of IL DNA ...	1,978.52	1,881.96
Total 54520 · Grant Renovation Technology						1,881.96	1,881.96
Total 54500 · Grant Building Renovation Expen						40,279.96	40,279.96
55000 · GENERAL ADMINISTRATION							
55100 · Library Board & Staff Expenses							
55100.1 · Staff Development							
Bill	03/15/2024	03152024	Illinois Library Association	Circulation Assistant Job Posting		100.00	100.00
Bill	03/25/2024	03252024	Illinois Library Association	ILA Membership Fee - L. Hegedus		100.00	200.00
Bill	03/26/2024	03262024	Illinois Library Association	Reaching Forward Conference Registration - L. Hegedus		160.00	360.00
Total 55100.1 · Staff Development						360.00	360.00
Total 55100 · Library Board & Staff Expenses						360.00	360.00
55200 · Technology							
55200.5 · Hardware Purchases							
Bill	03/01/2024	11301453071453064	Amazon.com	Video Conferencing Equipment		104.00	104.00
Bill	03/22/2024	11381265781397020	Amazon.com	Outdoor Security Cameras		150.46	254.46
Bill	03/28/2024	11303284148143451	Amazon.com	Outdoor Security Cameras		321.44	575.90
Total 55200.5 · Hardware Purchases						575.90	575.90
55200.6 · Software							
Bill	03/12/2024	INUS0224703	Faronics Technologies	Public Computer Security Software 03/20/24-03/19/25		415.48	415.48
Total 55200.6 · Software						415.48	415.48
Total 55200 · Technology						991.38	991.38
55400 · General Office/Administration							
55400.2 · Office/Library Supplies							
Bill	03/06/2024	37576822	Quill	Bath Tissue & Clorox		27.03	27.03
Bill	03/08/2024	03082024	Menards	Batteries		69.23	96.26
Bill	03/08/2024	03082024	Menards	Return to Assign		-49.92	46.34
Bill	03/11/2024	37668882	Quill	Trash Bags		27.37	73.71
Bill	03/13/2024	37693036	Quill	Bath Tissue & Floor Cleaner		38.50	112.21
Bill	03/18/2024	37758691	Quill	Kleenex		31.64	143.85
Bill	03/19/2024	1137272840962601	Amazon.com	Labels & Stapler		33.96	177.81
Bill	03/24/2024	11371954342046258	Amazon.com	Under-Desk Cable Management		59.94	237.75
Bill	03/24/2024	03242024	Menards	Community Room Wall Plugs		12.75	250.50
Bill	03/25/2024	37869716	Quill	Clorox Cleaner		19.16	269.66
Bill	03/26/2024	11439820088548259	Amazon.com	Hand Sanitizer		17.98	287.64
Bill	03/28/2024	03282024	David's Vacuums	Vacuum Repair		17.96	305.60
Bill	03/28/2024	11494866732793002	Amazon.com	Office Door Stops		5.99	311.59
Bill	03/28/2024	37939418	Quill	Paper Products & Cleaner		58.13	369.72
Bill	03/28/2024	37936204	Quill	Cleaning Cloths		12.82	382.54
Total 55400.2 · Office/Library Supplies						382.54	382.54
55400.3 · Membership Dues/Fees							
Bill	03/14/2024	03142024	ALA Store	#0095069 Membership through 5/31/24		183.00	183.00
Total 55400.3 · Membership Dues/Fees						183.00	183.00
55400.6 · Telecommunications/Internet							
Bill	03/01/2024	020724-61	Today's Business Solutions, Inc.	Fax for 10-12/2023		26.16	26.16
Bill	03/31/2024	10507	The I.T. Connection Inc.	Internet Service for April		80.00	106.16
Bill	03/31/2024	10536	The I.T. Connection Inc.	Telephone Service for March		30.68	136.84
Total 55400.6 · Telecommunications/Internet						136.84	136.84

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Accrual Basis

Highwood Public Library & Community Center Profit & Loss Detail March 2024

Type	Date	Num	Source Name	Memo	Class	Amount	Balance
Total 55400 · General Office/Administration						702.38	702.38
55500 · Outreach & Public Relations							
55500.7 · Newsletter							
Bill	03/12/2024	13731134	Mailchimp	Monthly Subscription 03/12-04/11/24		38.25	38.25
Total 55500.7 · Newsletter						38.25	38.25
Total 55500 · Outreach & Public Relations						38.25	38.25
Total 55000 · GENERAL ADMINISTRATION						2,092.01	2,092.01
56000 · PROFESSIONAL/CONTRACT SERVICES							
56100 · Accounting Services							
Bill	03/09/2024	88622	Lauterbach & Amen, LLP	Accounting Services for February		2,400.00	2,400.00
Total 56100 · Accounting Services						2,400.00	2,400.00
56200 · Cleaning Services							
Bill	03/12/2024	03122024	Lara, Maria	March 2023 Professional Cleaning Services		1,482.00	1,482.00
Total 56200 · Cleaning Services						1,482.00	1,482.00
56300 · IT/Computer Services							
Bill	03/12/2024	03122024	Knutson, Jim	Tech Services February		3,200.00	3,200.00
Total 56300 · IT/Computer Services						3,200.00	3,200.00
56400 · Legal Services							
Bill	03/08/2024	102374	Law Offices Ancel Glink, P.C.	Legal Consultation		240.00	240.00
Total 56400 · Legal Services						240.00	240.00
56500 · Maintenance Services							
56500.1 · Maintenance Svcs. - Interior							
Bill	03/16/2024	185698451	Vivint, Inc.	Smart Home Service 3/16-4/15/24		29.46	29.46
Total 56500.1 · Maintenance Svcs. - Interior						29.46	29.46
56500.2 · Maintenance Svcs. - Exterior							
Bill	03/01/2024	03012024	Hollis, Anthony	March Lawncare & Snow Removal		120.00	120.00
Bill	03/12/2024	03122024	Knutson, Jim	Caulk Reimbursement		7.78	127.78
Total 56500.2 · Maintenance Svcs. - Exterior						127.78	127.78
Total 56500 · Maintenance Services						157.24	157.24
Total 56000 · PROFESSIONAL/CONTRACT SERVICES						7,479.24	7,479.24
Total Expense						161,624.66	161,624.66
Net Ordinary Income						18,661.56	18,661.56
Net Income						18,661.56	18,661.56

Highwood Public Library & Community Center

Check Detail

March 19 through April 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	CC	03/31/2024	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-4,012.02
Bill	11301453071453064	03/01/2024		Video Conferencing Equipment	55200.5 · Hardware Purchases	104.00
Bill	11362213870758643	03/01/2024		YA Fiction for March	52100.3 · Books F - Young Adult	17.99
Bill	11342298783110624	03/01/2024	Meridian	Summer Reading Activities	54135 · Grant Program Supplies	25.99
Bill	11148156638122600	03/01/2024	The Grainger Foundation Grant	Spanish GED Books	54135 · Grant Program Supplies	280.44
Bill	11384568880497852	03/02/2024	Meridian	Summer Reading Prizes	54135 · Grant Program Supplies	108.75
Bill	11308118717381824	03/02/2024	Meridian	Summer Reading Prizes	54135 · Grant Program Supplies	78.50
Bill	11340073389646607	03/03/2024		Youth Fiction for March	52100.3 · Books F - Young Adult	81.97
Bill	11362240305646658	03/03/2024		Books F - Young Adult	52100.3 · Books F - Young Adult	94.74
Bill	11139615070803434-2	03/03/2024	The Grainger Foundation Grant	ESL Program Materials	54135 · Grant Program Supplies	1,232.70
Bill	11347102238308214	03/04/2024		Childrens Program Supplies	53200.2 · Prog. Suppl. - Children	35.28
Bill	11346975828989801	03/04/2024		Youth Fiction for March	52100.3 · Books F - Young Adult	23.85
Bill	11374133287754660	03/07/2024		Youth Program Supplies	53200.3 · Prog. Suppl. - Young Adult	48.44
Bill	11129305558708221	03/07/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	48.92
Bill	11491828220880216	03/08/2024		Supplies for Janea Harris Visit	53200.2 · Prog. Suppl. - Children	18.98
Bill	11119012033301800	03/08/2024	The Grainger Foundation Grant	Door Mirror Tiles	54135 · Grant Program Supplies	18.99
Bill	22330971012678645	03/09/2024	NorthShore University HealthSystem	Coat Hanger for Staff Workroom	54135 · Grant Program Supplies	42.40
Bill	11420308174879453	03/13/2024	The Grainger Foundation Grant	Makerspace Supplies	54135 · Grant Program Supplies	83.84
Bill	11486418420260231	03/14/2024	The Grainger Foundation Grant	Makerspace Supplies	54135 · Grant Program Supplies	51.27
Bill	11489653935455467	03/18/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	10.49
Bill	1137272840962601	03/19/2024		Labels & Stapler	55400.2 · Office/Library Supplies	33.96
Bill	11125097168019411	03/20/2024		Books F - Adult	52100.1 · Books F - Adult	24.95
Bill	11461562281447411	03/21/2024		Youth Program Supplies	53200.3 · Prog. Suppl. - Young Adult	19.99
Bill	11381265781397020	03/22/2024		Outdoor Security Cameras	55200.5 · Hardware Purchases	150.46
Bill	11414986273817012	03/24/2024		Youth Program Supplies	53200.3 · Prog. Suppl. - Young Adult	8.98
Bill	11371954342046258	03/24/2024		Under-Desk Cable Management	55400.2 · Office/Library Supplies	59.94
Bill	11182090376702633	03/25/2024	Meridian	Summer Reading Prizes	54135 · Grant Program Supplies	39.90
Bill	11431315789504242	03/25/2024		Youth Program Supplies for March	53200.3 · Prog. Suppl. - Young Adult	104.54
Bill	11338584640405863	03/26/2024		Books F - Young Adult	52100.3 · Books F - Young Adult	108.29
Bill	11439820088548259	03/26/2024		Hand Sanitizer	55400.2 · Office/Library Supplies	17.98
Bill	11373257773769018	03/26/2024		YA Fiction for March	52100.3 · Books F - Young Adult	16.99
Bill	11185364866153067	03/26/2024		A/V - Adult	52200.1 · A/V - Adult	37.98
Bill	11339511025226641	03/27/2024		Books F - Young Adult	52100.3 · Books F - Young Adult	86.26
Bill	11179032926490634	03/27/2024		Books F - Adult	52100.1 · Books F - Adult	18.77
				A/V - Adult	52200.1 · A/V - Adult	65.80
Bill	11485981595082667	03/28/2024		April Program Supplies	53200.2 · Prog. Suppl. - Children	73.31
Bill	11442297506823430	03/28/2024		April Program Supplies	53200.2 · Prog. Suppl. - Children	16.98
Bill	11303284148143451	03/28/2024		Outdoor Security Cameras	55200.5 · Hardware Purchases	321.44
Bill	11115033666160249	03/28/2024		A/V - Children/Juvenile	52200.2 · A/V - Children/Juvenile	18.99
Bill	11494866732793002	03/28/2024		Office Door Stops	55400.2 · Office/Library Supplies	5.99
Bill	11199022487159426	03/28/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	6.43

Highwood Public Library & Community Center

Check Detail

March 19 through April 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11126940464391456	03/29/2024		Youth A/V for March	52200.2 · A/V - Children/Juvenile	167.72
Bill	11498110732392216	03/30/2024		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	148.90
				Books NF - Adult	52150.1 · Books NF - Adult	49.93
TOTAL						4,012.02
Bill Pmt -Check	CC	03/31/2024	Comcast	Telecom Services for 2/16-3/15/24	10240 · BOH Convenience Fund Chk (2208)	-132.95
Bill	02092024	02/09/2024		Telecom Services for 2/16-3/15/24	55400.6 · Telecommunications/Internet	132.95
TOTAL						132.95
Bill Pmt -Check	CC	03/31/2024	Costco		10240 · BOH Convenience Fund Chk (2208)	-138.21
Bill	02292024-2	02/29/2024		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	3.00
Bill	03262024	03/26/2024		Movie Program Supplies	53200.2 · Prog. Suppl. - Children	132.21
Bill	03262024-2	03/26/2024		Movie Program Supplies	53200.2 · Prog. Suppl. - Children	3.00
TOTAL						138.21
Bill Pmt -Check	CC	03/31/2024	David's Vacuums	Vacuum Repair	10240 · BOH Convenience Fund Chk (2208)	-17.96
Bill	03282024	03/28/2024		Vacuum Repair	55400.2 · Office/Library Supplies	17.96
TOTAL						17.96
Bill Pmt -Check	CC	03/31/2024	Dollar Tree	Health Equity Support Group Supplies	10240 · BOH Convenience Fund Chk (2208)	-29.62
Bill	03012023	03/01/2024	NorthShore University HealthSystem	Health Equity Support Group Supplies	54135 · Grant Program Supplies	29.62
TOTAL						29.62
Bill Pmt -Check	CC	03/31/2024	Faronics Technologies	Public Computer Security Software 03/20/24-03/ 10240 · BOH Convenience Fund Chk (2208)		-2,394.00
Bill	INUS0224703	03/12/2024		Public Computer Security Software 03/20/24-03/19/55200.6 · Software		415.48
			State of Illinois	Public Computer Security Software 03/20/24-03/19/54520 · Grant Renovation Technology		1,978.52
TOTAL						2,394.00
Bill Pmt -Check	CC	03/31/2024	Google		10240 · BOH Convenience Fund Chk (2208)	-479.26
Bill	4921733332	02/29/2024		Google Workspace for February	55400.4 · Licensing Fees	407.91
Bill	4932477347	02/29/2024	NorthShore University HealthSystem	Google Telecom for February	54185 · Grant Telecommunications	71.35
TOTAL						479.26
Bill Pmt -Check	CC	03/31/2024	Gourmet Frog	Health Equity Support Group Supplies	10240 · BOH Convenience Fund Chk (2208)	-13.87
Bill	03052024	03/05/2024	NorthShore University HealthSystem	Health Equity Support Group Supplies	54135 · Grant Program Supplies	13.87
TOTAL						13.87

Highwood Public Library & Community Center

Check Detail

March 19 through April 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	CC	03/31/2024	Illinois Library Association		10240 · BOH Convenience Fund Chk (2208)	-360.00
Bill	03152024	03/15/2024		Circulation Assistant Job Posting	55100.1 · Staff Development	100.00
Bill	03252024	03/25/2024		ILA Membership Fee - L. Hegedus	55100.1 · Staff Development	100.00
Bill	03262024	03/26/2024		Reaching Forward Conference Registration - L. He	55100.1 · Staff Development	160.00
TOTAL						<u>360.00</u>
Bill Pmt -Check	CC	03/31/2024	iREAD / Illinois Library Association	Summer Reading Prizes	10240 · BOH Convenience Fund Chk (2208)	-56.38
Bill	281267	03/04/2024	Meridian	Summer Reading Prizes	54135 · Grant Program Supplies	56.38
TOTAL						<u>56.38</u>
Bill Pmt -Check	CC	03/31/2024	Jewel		10240 · BOH Convenience Fund Chk (2208)	-170.14
Bill	02282024	02/28/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	32.49
Bill	03062024	03/06/2024	NorthShore University HealthSystem	Meeting Supplies	54135 · Grant Program Supplies	21.30
Bill	03132024	03/13/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	32.14
Bill	03192024	03/19/2024	NorthShore University HealthSystem	Health Equity Meeting Supplies	54135 · Grant Program Supplies	53.30
Bill	03202024	03/20/2024	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	30.91
TOTAL						<u>170.14</u>
Bill Pmt -Check	CC	03/31/2024	La Plancha Loca Taqueria	Childrens Moving Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-78.30
Bill	03122024	03/12/2024		Childrens Moving Meeting Supplies	53200.2 · Prog. Suppl. - Children	78.30
TOTAL						<u>78.30</u>
Bill Pmt -Check	CC	03/31/2024	La Union Supermarket	Childrens Moving Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-7.71
Bill	03122024	03/12/2024		Childrens Moving Meeting Supplies	53200.2 · Prog. Suppl. - Children	7.71
TOTAL						<u>7.71</u>
Bill Pmt -Check	CC	03/31/2024	Mailchimp	Monthly Subscription 03/12-04/11/24	10240 · BOH Convenience Fund Chk (2208)	-38.25
Bill	13731134	03/12/2024		Monthly Subscription 03/12-04/11/24	55500.7 · Newsletter	38.25
TOTAL						<u>38.25</u>
Bill Pmt -Check	CC	03/31/2024	Mariano's	Staff Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-14.23
Bill	03072024	03/07/2024	NorthShore University HealthSystem	Staff Meeting Supplies	54135 · Grant Program Supplies	14.23
TOTAL						<u>14.23</u>
Bill Pmt -Check	CC	03/31/2024	Menards		10240 · BOH Convenience Fund Chk (2208)	-32.06

Highwood Public Library & Community Center

Check Detail

March 19 through April 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	03082024	03/08/2024		Batteries	55400.2 · Office/Library Supplies	69.23
Bill	03242024	03/24/2024		Community Room Wall Plugs	55400.2 · Office/Library Supplies	12.75
TOTAL						81.98
Bill Pmt -Check	CC	03/31/2024	Michaels	Steam Storytime Supplies	10240 · BOH Convenience Fund Chk (2208)	-24.89
Bill	03022024	03/02/2024		Steam Storytime Supplies	53200.2 · Prog. Suppl. - Children	24.89
TOTAL						24.89
Bill Pmt -Check	CC	03/31/2024	Nespresso USA	Staff Hospitality Supplies	10240 · BOH Convenience Fund Chk (2208)	-73.50
Bill	147444598	03/20/2024	NorthShore University HealthSystem	Staff Hospitality Supplies	54135 · Grant Program Supplies	73.50
TOTAL						73.50
Bill Pmt -Check	CC	03/31/2024	Roberti Community House	Health Equity Meeting Fee	10240 · BOH Convenience Fund Chk (2208)	-35.00
Bill	03282024	03/28/2024	NorthShore University HealthSystem	Health Equity Meeting Fee	54135 · Grant Program Supplies	35.00
TOTAL						35.00
Bill Pmt -Check	CC	03/31/2024	Simple Practice	Appointment Scheduler for 3/03-04/03/24	10240 · BOH Convenience Fund Chk (2208)	-394.00
Bill	724EA5F5-0027	03/03/2024	NorthShore University HealthSystem	Appointment Scheduler for 3/03-04/03/24	54135 · Grant Program Supplies	394.00
TOTAL						394.00
Bill Pmt -Check	CC	03/31/2024	Target	Youth Anime Manga Supplies	10240 · BOH Convenience Fund Chk (2208)	-71.99
Bill	03202024	03/20/2024		Youth Anime Manga Supplies	53200.3 · Prog. Suppl. - Young Adult	71.99
TOTAL						71.99
Bill Pmt -Check	CC	03/31/2024	TPRS Books	Spanish F & NF Books for March	10240 · BOH Convenience Fund Chk (2208)	-200.00
Bill	95645	03/11/2024		Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	100.00
				Books NF - Spanish	52150.4 · Books NF - Spanish	100.00
TOTAL						200.00
Bill Pmt -Check	CC	03/31/2024	Vivint, Inc.	Smart Home Service 3/16-4/15/24	10240 · BOH Convenience Fund Chk (2208)	-29.46
Bill	185698451	03/16/2024		Smart Home Service 3/16-4/15/24	56500.1 · Maintenance Svcs. - Interior	29.46
TOTAL						29.46
Bill Pmt -Check	CC	03/31/2024	Walgreens		10240 · BOH Convenience Fund Chk (2208)	-40.29

Highwood Public Library & Community Center

Check Detail

March 19 through April 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	03122024	03/12/2024	NorthShore University HealthSystem	Migrant Support Group Supplies	54135 · Grant Program Supplies	18.10
Bill	03262024	03/26/2024	NorthShore University HealthSystem	Health Equity Group Supplies	54135 · Grant Program Supplies	22.19
TOTAL						40.29
Bill Pmt -Check	CC	03/31/2024	Zumba	Instructor Membership for March 2024	10240 · BOH Convenience Fund Chk (2208)	-43.94
Bill	03212024	03/21/2024	NorthShore University HealthSystem	Instructor Membership for March 2024	54135 · Grant Program Supplies	43.94
TOTAL						43.94
Bill Pmt -Check	CC	03/31/2024	Amazon.com	Noise Machine & White Boards	10240 · BOH Convenience Fund Chk (2208)	-52.98
Bill	11183681391685851	03/09/2024	The Grainger Foundation Grant	Noise Machine & White Boards	54135 · Grant Program Supplies	52.98
TOTAL						52.98
Bill Pmt -Check	EFT	03/20/2024	Paychex	Paychex Time & Attendance for February	10206 · BOH Payroll Acct. Chk. (0133)	-128.00
Bill	4978410	03/05/2024		Paychex Time & Attendance for February	51999 · Payroll Processing Fees	128.00
TOTAL						128.00
Bill Pmt -Check	2905	04/17/2024	ALA Store	VOID: #0095069 Membership through 5/31/24	10201.1 - BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2905	04/17/2024	Follett School Solutions, Inc.	Barcode Labels	10201.1 - BOH - Operating	-124.27
Bill	1536367	03/12/2024		Barcode Labels	52650 · Processing Supplies	124.27
TOTAL						124.27
Bill Pmt -Check	2906	04/17/2024	Avila, Genesis	VOID: March Community Health Education & En	10201.1 - BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2906	04/17/2024	Gardner, Tynisha	Professional Development Services	10201.1 - BOH - Operating	-4,000.00
Bill	04162024	04/16/2024	Walgreens Foundation	Professional Development Services	54115 · Staff Development	2,325.00
			Gorter Family Foundation	Professional Development Services	54115 · Staff Development	849.31
			The Grainger Foundation Grant	Professional Development Services	54115 · Staff Development	825.69
TOTAL						4,000.00
Bill Pmt -Check	2907	04/17/2024	Avila, Yenny	VOID:	10201.1 - BOH - Operating	0.00
TOTAL						0.00

Highwood Public Library & Community Center

Check Detail

March 19 through April 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2907	04/17/2024	Highwood Rec Center	Zumba Basement Fee - March	10201.1 · BOH - Operating	-105.00
Bill	40374	03/26/2024	NorthShore University HealthSystem	Zumba Basement Fee - March	54135 · Grant Program Supplies	105.00
TOTAL						105.00
Bill Pmt -Check	2908	04/17/2024	Baker & Taylor	VOID: Acct. #L425431 - Library Materials	10201.1 - BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2908	04/17/2024	Hollis, Anthony	April Lawncare & Snow Removal	10201.1 · BOH - Operating	-155.00
Bill	04012024	04/01/2024		April Lawncare & Snow Removal	56500.2 · Maintenance Svcs. - Exterior	155.00
TOTAL						155.00
Bill Pmt -Check	2909	04/17/2024	Brito, Carolina	VOID: April Counseling Services Balance Due	10201.1 - BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2909	04/17/2024	Hoopla	March Usage	10201.1 · BOH - Operating	-375.93
Bill	505272763	03/31/2024		March Usage	52350.3 · On-Line - Hoopla	375.93
TOTAL						375.93
Bill Pmt -Check	2910	04/17/2024	Carolina Ibarra Carrubias	VOID: Charlas Supplies Reimbursement	10201.1 - BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2910	04/17/2024	Keyth Technology, Inc.	Fire Monitoring 05/01/24-04/30/25	10201.1 · BOH - Operating	-372.00
Bill	837338	04/01/2024		Fire Monitoring 05/01/24-04/30/25	56500.1 · Maintenance Svcs. - Interior	372.00
TOTAL						372.00
Bill Pmt -Check	2911	04/17/2024	City of Highwood.	VOID:	10201.1 - BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2911	04/17/2024	Knutson, Jim		10201.1 · BOH - Operating	-7,824.09
Bill	04012024	04/01/2024		Supplies Purchase Reimbursement	56500.1 · Maintenance Svcs. - Interior	24.09
Bill	04152024	04/15/2024		Tech Servicesfor March	56300 · IT/Computer Services	4,400.00
Bill	04162024	04/16/2024		Tech Services April	56300 · IT/Computer Services	3,400.00
TOTAL						7,824.09

Highwood Public Library & Community Center

Check Detail

March 19 through April 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2912	04/17/2024	Clear Investigative Advantage	VOID: March Background Checks	10201.1 - BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2912	04/17/2024	Lara, Maria	April 2023 Professional Cleaning Services	10201.1 - BOH - Operating	-1,482.00
Bill	04082024	04/08/2024		April 2023 Professional Cleaning Services	56200 - Cleaning Services	1,482.00
TOTAL						1,482.00
Bill Pmt -Check	2913	04/17/2024	Consuelo, Inc.	VOID: Therapy Services for April	10201.1 - BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2913	04/17/2024	Limon, Ixtel Andrea	Operations & Marketing Support for April	10201.1 - BOH - Operating	-1,000.00
Bill	04092024	04/09/2024	NorthShore University HealthSystem	Operations & Marketing Support for April	54110 - Contracted Services	1,000.00
TOTAL						1,000.00
Bill Pmt -Check	2914	04/17/2024	Deerfield Public Library	VOID: Clarence Goodman Program Fee	10201.1 - BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2914	04/17/2024	Lomeli, Itzayana Rocio Gonzalez	April Community Health Education & Engageme	10201.1 - BOH - Operating	-1,580.00
Bill	04042024	04/04/2024	NorthShore University HealthSystem	April Community Health Education & Engagement	54110 - Contracted Services	1,580.00
TOTAL						1,580.00
Bill Pmt -Check	2915	04/17/2024	Pioneer Press Newspapers	Pioneer Press Subscription 3/1-5/31/24	10201.1 - BOH - Operating	-16.24
Bill	03012024	03/01/2024		Pioneer Press Subscription 3/1-5/31/24	52400.1 - Periodicals - Adult	16.24
TOTAL						16.24
Bill Pmt -Check	2916	04/17/2024	Quill	Acct. #C359709	10201.1 - BOH - Operating	-248.08
Bill	37576822	03/06/2024		Bath Tissue & Clorox	55400.2 - Office/Library Supplies	27.03
Bill	37668882	03/11/2024		Trash Bags	55400.2 - Office/Library Supplies	27.37
Bill	37693036	03/13/2024		Bath Tissue & Floor Cleaner	55400.2 - Office/Library Supplies	38.50
Bill	37758691	03/18/2024		Kleenex	55400.2 - Office/Library Supplies	31.64
Bill	37758287	03/18/2024		Labels for Books	52650 - Processing Supplies	33.43
Bill	37869716	03/25/2024		Clorox Cleaner	55400.2 - Office/Library Supplies	19.16
Bill	37939418	03/28/2024		Paper Products & Cleaner	55400.2 - Office/Library Supplies	58.13
Bill	37936204	03/28/2024		Cleaning Cloths	55400.2 - Office/Library Supplies	12.82
TOTAL						248.08

Highwood Public Library & Community Center

Check Detail

March 19 through April 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2917	04/17/2024	RAILS	Swank Movie License 1/1-12/31/24	10201.1 · BOH - Operating	-385.00
Bill	12119	03/12/2024	The Grainger Foundation Grant	Swank Movie License 1/1-12/31/24	54135 · Grant Program Supplies	385.00
TOTAL						385.00
Bill Pmt -Check	2918	04/17/2024	Ramirez, Laura	Staff Development Supplies	10201.1 · BOH - Operating	-115.23
Bill	04012024	04/01/2024	NorthShore University HealthSystem	Staff Development Supplies	54135 · Grant Program Supplies	115.23
TOTAL						115.23
Bill Pmt -Check	2919	04/17/2024	Simon Pina, Beatriz	April Community Health Education & Engageme	10201.1 · BOH - Operating	-1,580.00
Bill	04042024	04/04/2024	NorthShore University HealthSystem	April Community Health Education & Engagement	54110 · Contracted Services	1,580.00
TOTAL						1,580.00
Bill Pmt -Check	2920	04/17/2024	Spanish Adult Literacy Consultant	English & Spanish Literacy & GED Education fo	10201.1 · BOH - Operating	-5,000.00
Bill	04032024	04/03/2024	Anonymous W	English & Spanish Literacy & GED Education for A	54110 · Contracted Services	5,000.00
TOTAL						5,000.00
Bill Pmt -Check	2921	04/17/2024	The Hartford	Surety Bond 05/01/24-05/01/25	10201.1 · BOH - Operating	-2,470.00
Bill	04082024	04/08/2024		Surety Bond 05/01/24-05/01/25	55400.8 · Liability/Property Insurance	2,470.00
TOTAL						2,470.00
Bill Pmt -Check	2922	04/17/2024	The I.T. Connection Inc.		10201.1 · BOH - Operating	-150.90
Bill	10453	02/29/2024		Telephone Service for February	55400.6 · Telecommunications/Internet	40.22
Bill	10507	03/31/2024		Internet Service for April	55400.6 · Telecommunications/Internet	80.00
Bill	10536	03/31/2024		Telephone Service for March	55400.6 · Telecommunications/Internet	30.68
TOTAL						150.90
Bill Pmt -Check	2923	04/17/2024	Vazquez, Fabiola Hernandez	April Community Health Education & Engageme	10201.1 · BOH - Operating	-1,580.00
Bill	04042024	04/04/2024	NorthShore University HealthSystem	April Community Health Education & Engagement	54110 · Contracted Services	1,580.00
TOTAL						1,580.00
Bill Pmt -Check	2924	04/17/2024	Vergara Castrejon, Oralia	April Community Health Education & Engageme	10201.1 · BOH - Operating	-1,580.00
Bill	04042024	04/04/2024	NorthShore University HealthSystem	April Community Health Education & Engagement	54110 · Contracted Services	1,580.00
TOTAL						1,580.00

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Check Detail

March 19 through April 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2925	04/17/2024	W.B. Olson Inc.	March 2023 Construction	10201.1 · BOH - Operating	-89,032.00
Bill	675 32	04/08/2024		March 2023 Construction	54510 · Contracted Services	89,032.00
TOTAL						89,032.00
Bill Pmt -Check	2926	04/17/2024	ALA Store	#0095069 Membership through 5/31/24	10201.1 · BOH - Operating	-183.00
Bill	03142024	03/14/2024		#0095069 Membership through 5/31/24	55400.3 · Membership Dues/Fees	183.00
TOTAL						183.00
Bill Pmt -Check	2927	04/17/2024	Avila, Genesis	March Community Health Education & Engagen	10201.1 · BOH - Operating	-56.00
Bill	04012024	04/01/2024	NorthShore University HealthSystem	March Community Health Education & Engagemen	54110 · Contracted Services	56.00
TOTAL						56.00
Bill Pmt -Check	2928	04/17/2024	Avila, Yenny		10201.1 · BOH - Operating	-54.94
Bill	03162024	03/16/2024	NorthShore University HealthSystem	Community Engagement Supplies Reimbursement	54135 · Grant Program Supplies	35.94
Bill	03232024	03/23/2024	NorthShore University HealthSystem	Parking Reimbursement	54115 · Staff Development	5.00
Bill	04012024	04/01/2024	NorthShore University HealthSystem	Healthy Equity Lunch Reimbursement	54135 · Grant Program Supplies	14.00
TOTAL						54.94
Bill Pmt -Check	2929	04/17/2024	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-520.42
Bill	2038194954	03/29/2024		Books NF - Adult	52150.1 · Books NF - Adult	146.03
				Processing Supplies	52650 · Processing Supplies	11.53
Bill	2038194953	03/29/2024		Books F - Adult	52100.1 · Books F - Adult	336.16
				Processing Supplies	52650 · Processing Supplies	26.70
TOTAL						520.42
Bill Pmt -Check	2930	04/17/2024	Brito, Carolina	April Counseling Services Balance Due	10201.1 · BOH - Operating	-1,440.00
Bill	04042024	04/04/2024	NorthShore University HealthSystem	April Counseling Services Balance Due	54110 · Contracted Services	1,440.00
TOTAL						1,440.00
Bill Pmt -Check	2931	04/17/2024	Carolina Ibarra Carrubias	Charlas Supplies Reimbursement	10201.1 · BOH - Operating	-5.09
Bill	03272024	03/27/2024	NorthShore University HealthSystem	Charlas Supplies Reimbursement	54135 · Grant Program Supplies	5.09
TOTAL						5.09
Bill Pmt -Check	2932	04/17/2024	City of Highwood.		10201.1 · BOH - Operating	-23,989.35
Bill	February 2024 IMRF	03/28/2024		IMRF Payment for February 2024	22100 · IMRF W/H Payable	5,560.31

Highwood Public Library & Community Center

Check Detail

March 19 through April 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	March 2024 IMRF	03/29/2024		IMRF Payment for March 2024	22100 · IMRF W/H Payable	5,541.47
Bill	2024-April	04/01/2024	Highland Park Community Foundation	April 2024 Medical/Health Insurance	54132 · Medical/Dental Benefits	827.76
			IL State Library PNG	April 2024 Medical/Health Insurance	54132 · Medical/Dental Benefits	278.69
			NorthShore University HealthSystem	April 2024 Medical/Health Insurance	54132 · Medical/Dental Benefits	3,280.72
			Mano a Mano Family Resource Center	April 2024 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,083.08
			Community Catalyst, Inc.	April 2024 Medical/Health Insurance	54132 · Medical/Dental Benefits	993.96
			The Grainger Foundation Grant	April 2024 Medical/Health Insurance	54132 · Medical/Dental Benefits	1,677.08
				April 2024 Medical/Health Insurance	51120 · Medical/Health Insurance	3,515.46
				April 2024 Medical/Health Insurance	51125 · Dental Insurance	165.88
				March 2024 Medical/Health Insurance	51135 · Vision Insurance	39.06
				March 2024 Medical/Health Insurance	51130 · Life Insurance	25.88
TOTAL						23,989.35
Bill Pmt -Check	2933	04/17/2024	Clear Investigative Advantage	March Background Checks	10201.1 · BOH - Operating	-70.00
Bill	178744	03/31/2024	Highland Park Community Foundation	March Background Check - I. Limon	54110 · Contracted Services	35.00
			Highland Park Community Foundation	March Background Check - B. Pickard	54110 · Contracted Services	35.00
TOTAL						70.00
Bill Pmt -Check	2934	04/17/2024	Consuelo, Inc.	Therapy Services for April	10201.1 · BOH - Operating	-2,400.00
Bill	1023	04/05/2024	NorthShore University HealthSystem	Therapy Services for April	54110 · Contracted Services	2,400.00
TOTAL						2,400.00
Bill Pmt -Check	2935	04/17/2024	Deerfield Public Library	Clarence Goodman Program Fee	10201.1 · BOH - Operating	-114.00
Bill	1029	03/31/2024		Clarence Goodman Program Fee	53100.1 · Program Fac.-Adult	114.00
TOTAL						114.00