



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

Location: Highwood Public Library
Monday, March 17, 2025 – 7 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
 - a. Statement of Economic Interest reminder
5. Secretary's report
 - a. Motion to approve minutes from February 24, 2024 regular meeting
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the March 2025 Invoices
8. Director's report
 - a. Public comment received via email and suggestion box
9. Committee reports
 - a. Finance Committee
 - b. Policy
 - c. Building & Grounds
10. Old business
11. New business
 - a. Discussion of policies: Posting of Materials Policy, Email Retention Policy, Portable Devices and Hotspot Loan Policy
 - b. Motion to approve the presented policies
 - c. Review of FY2023 Final Audit Report and report to management
 - d. Discussion of FY2026 draft budget
 - e. Motion to approve the FY2026 draft budget
 - f. Discussion of Interim Strategic Plan
 - g. Motion to approve the Interim Strategic Plan
12. Executive Session 5 ILCS 120/Sec 2(c) 1
 - a. Motion to approve items of action taken in executive session.
13. Adjournment

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

Board of Trustees

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

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

Laura Ramirez, Executive Director director@highwoodlibrary.org

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

**Highwood Library & Community Center
Board of Trustees Regular Meeting – February 24, 2025**

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

Ms. Hospodarsky called the meeting to order at 7:04 pm.

Public Comments: None

President's Report

The President and Director attended the Highwood Chamber of Commerce annual dinner. The excellent program featured a short movie about Highwood businesses.

Secretary's Report

Ms. Hospodarsky moved to approve the regular meeting minutes of January 27, 2025, Ms. Loreda seconded, and the motion carried.

Communication

Ms. Ramirez reported on some solicitations received.

Treasurer's Report

Ms. Loreda presented the January financials and February invoices.

- Website fee is for 3 years, causing it to be higher than annual budgeted amount.
- Library saved \$659 on treasurer's bond reduction due to new law.
- Final payment to IDES for an employee will be electronic.

Ms. Hospodarsky moved to approve the February 2025 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to approve a \$2965 electronic payment to IDES, Mr. Muelver seconded, and the motion carried unanimously.

Director's Report

Suggestion box comments were reviewed, including a Spanish programming suggestion, and some operation concerns. Director will investigate if tutoring is happening at fireplace and interior appearance through windows.

Ms. Ramirez shared additional items to her written report:

- Extensive issues with HVAC system continue and have caused building closures. B&G Committee and President have been very helpful in working with general contractor, which is now providing daily updates. Staff have been impacted by temperature extremes.
- Auxiliary heating units have been supplied. Main HVAC unit on roof needs a variable speed drive replacement, hoped to arrive this week. Middle unit is also being evaluated.
- The front door is now repaired. It was noted that a further repair should be done so that door opens without delay.
- Two printers are nearing end of life. Technology consultant is advising on properly sized printers for replacement. He will be coming next week.

Draft, not yet approved

- The Kohls Children's Museum refreshed the theme in Children's Room display to match the summer reading theme.
- A case management success story was shared, where clients were connected with HACES organization.
- The HP Library cancelled their Mexican consulate event and on short notice the HLCC team enabled the event to be rescheduled at another site and assisted via digital navigation with many appointments. 850 different documents were received by visitors.
- Facebook will be used for informational/programming announcement posts. For this reason comments will be turned off. Policy Committee will consider a policy.

Committee Reports

Finance: Ms. Pastroff reported on the Committee's meeting immediately before. They will confirm the L&A invoice recently received for an earlier period. They also discussed electronic banking and separation of duties; this change will mean a change in bank account type. Committee feels new accounting firm is working well. FY23 audit should be completed imminently. Library should obtain electronic copy of audit package from City when complete.

Old Business - None

New Business

Board held discussion of library card policy. The policy had been updated to clarify that print material will be available to reciprocal borrowers. There was a question on examples of exceptions. HLCC staff members have access to materials. The Board felt a D113 teacher could check out materials under their card and be responsible if they make available to students.

Ms. Regalado moved and Mr. Muelver seconded that the library maintain the current policy of not offering library cards to non-residents; the motion carried unanimously.

Ms. Regalado moved to approve the presented Library Card policy, Ms. Cleland seconded, and the motion carried unanimously.

Ms. Pastroff moved to approve the use of online banking for bill payment. Mr. Muelver seconded, and the motion carried unanimously.

The board conducted the semiannual review of closed meeting minutes.

Ms. Regalado moved to maintain the status of currently closed executive session minutes, Ms. Hospodarsky seconded, and the motion carried unanimously.

Ms. Hospodarsky moved and Ms. Regalado seconded to adjourn the meeting.

Meeting adjourned at 7:47 pm.

**Director's Report
March 17, 2025
Library Updates**

**Admin/Accounting
Current Month
Records Retention**

- FY24 Accounting with Plante Moran -Laura & Rebecca
- FY23 Audit & GATA Reporting -Rebecca
- A new Email Retention policy was drafted and will be reviewed by the Board this month. An internal procedure was also drafted.

Building & Grounds

- The internal vestibule door was fixed. Allegion/Stanley Door is awaiting parts in order to repair the external vestibule door. The VSD was installed in the rooftop HVAC unit. Ballard's tests show that this eliminated the dissonance in electricity that was previously created. We are awaiting WB Olson's update on the timing of installing VAV units, replacing an external door core, and repairs to the cement that is spalling in front of the library.

Website & Technology

- The copier/printer located in the Computer Classroom reached the end of its life. This has been replaced with a Brother copier/printer.

**Accessibility
Communications
HR**

- None.
- Partner agencies and vendors have reached out to discuss opportunities.
- Denise Zamora resigned her position at the Circulation desk. The position has been posted.

Grant Update

- An application was submitted for the NM Community Impact Grant to support the library's Health Equity program.
- Blue Cross Blue Shield of Illinois awarded a \$45,000 grant to the library to support the Health Equity program.
- Christ Church awarded a \$4000 grant to the library to support the Health Equity program.
- Lake County Digital Growth Initiative has invited the library to be a subrecipient for a grant application to the Illinois Office of Broadband. If awarded, this grant would provide hotspots and technology.
- The Library received a payment (reimbursement) of \$10,609.57 from the Lake County Digital Navigator Grant.

Outreach

- On February 5, Lauren visited Northwood Middle School, where she engaged with 219 students, sharing information about the library's teen programs, volunteer opportunities, and resources.
- On February 9, Lauren and Viri attended the Highwood Pride Meeting to strengthen community ties and promote inclusive programming, ensuring LGBTQ+ youth and their families are aware of the library's supportive services.
- On February 18, Lauren visited Highland Park High School, reaching 203 students and sharing information about the library's teen programs, volunteer opportunities, and resources.

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

Heart Plushies Craft Activity

In February, Diana W. and Jenny hosted a special no-sew heart plushie craft activity, giving children the opportunity to create their own Valentine's Day gifts. Participants were provided with pre-cut fleece hearts, Poly-fil, and tacky glue to assemble their plushies. Parents appreciated the hands-on nature of the activity, especially since children focused on filling the plush hearts. The event was a delightful and creative experience, fostering both fine motor skills and a sense of accomplishment among young attendees.



STEM Fun, Mark Rober Style!



The library had the privilege of partnering with middle school student Zach Adolf, who wanted to share his passion for STEM and engineering with other kids in the community. Zach's family generously donated STEM kits and plans to host multiple small-group hands-on STEM programs for children ages 8-12 over the next few months. This donation was a game changer for our community in that these kits are very expensive and not attainable for the children we serve. The inaugural session in February featured an exciting disc launcher project, where participants built their own launchers and tested them in a fun game at the end of the program. The event was a hit—kids were fully engaged in assembling their kits, experimenting with the mechanics, and enjoying the hands-on experience of engineering. Zach found the experience incredibly rewarding, and his enthusiasm inspired the young participants to explore STEM in a fun and interactive way. With 7 kids attending, this session laid the foundation for future workshops that will continue to spark curiosity and innovation. We look forward to seeing more young minds dive into the world of STEM with Zach's guidance!

Teen Services (Program Updates Lauren)

Anime/Manga Club: A Yummy Success!

Our Anime/Manga Club had the highest turn out of all our watch parties to date! Everyone enjoyed watching Sailor Moon, discussing the anime, and enjoyed banana sushi!



Empowering Teens Through Self-Love

During our Self Love Note Jar event, teens engaged in a meaningful discussion about the importance of self-acceptance and confidence. With guidance from program leaders, participants explored ways to celebrate themselves, writing heartfelt affirmations and personal compliments to store in their decorated jars. As the session progressed, many teens expressed a boost in their self-esteem, embracing the power of positive self-talk. This event not only fostered self-love but also created a supportive space for teens to uplift themselves and each other—an experience they can revisit every time they open their note jars.



Adult Services & Adult Literacy (Updates from Alex, Aurora, Yuliya)

A Journey with Harriet – Living History Program

- In honor of African American History Month, the library welcomed Sharon Epps for an immersive living history program, A Journey with Harriet. Although lightly attended, patrons in the Community Room were transported through time as Epps, dressed as Harriet Tubman, guided them through her experiences assisting enslaved individuals to escape Maryland via the Underground Railroad in the 1800s. The program featured historical artifacts, accompanied by moving songs and poetry, creating a powerful and educational experience for all in attendance.

Success Story: Bridging the Digital Divide

A patron visited the library seeking help with setting up an email account, as they had never used one before. An Adult Services staff member provided a one-on-one tutorial, guiding them through the process of creating a Gmail account and teaching them how to access it on their smartphone. This new skill will allow the patron to stay connected with family and access important online resources.

Success Story: Valentina Earns Her State of Illinois High School Diploma

Valentina's journey to earning her State of Illinois High School Diploma is a testament to perseverance and dedication. Despite life's challenges, she remained committed to her education, working diligently to achieve this milestone. Her success is even more inspiring as she and her mother are both active participants in our ESL classes, demonstrating that learning and personal growth have no age limit. Valentina's achievement not only marks the completion of her high school education but also opens doors to new opportunities for her future. Her story serves as a powerful reminder that, with the right support and determination, anyone can reach their educational goals.



Health Equity – (Update from Viri)

Success Story: Mario's Journey to Empowerment

Mario* sought therapy to address his depression, feelings of hopelessness, and helplessness. His partner had been unfaithful multiple times and emotionally abusive, leaving Mario feeling worthless and trapped in a relationship he felt unable to improve, as he believed his children needed both parents. Through therapy at the library, Mario processed childhood traumas that had left him vulnerable and began identifying cognitive distortions that had prevented him from setting healthy boundaries. As his self-esteem grew, Mario became more emotionally available for his children. Even after his partner left the home, Mario stopped engaging in the manipulation and focused on supporting his children, as all of them felt abandoned. He helped them rebuild their relationship with their other parent. Mario also discovered activities that brought him joy and began setting new goals for his future, finding hope and a renewed sense of purpose.

*Name has been changed to protect identity.

Board Open Items

- None

The Friends of the Highwood Public Library

- The Friends website has been updated to reflect the library's current initiatives so that donations are directed to where they are most needed.
- Friends' members have made personal donations to our Case Management Essentials program.
- Friends members showed their support of the early voting initiative at the Library by signing up to host seven time slots. We are still in need of additional volunteers.

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03/11/25

Accrual Basis

Highwood Public Library & Community Center
Balance Sheet w/Prior Month Comparison
As of February 28, 2025

	Feb 28, 25	Jan 31, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	77.23	77.23	0.00	0.0%
10110 · Gift Cards on Hand				
10110.1 · Gift Cards-General	564.44	564.44	0.00	0.0%
10110.2 · Gift Cards-GEN Meal Assistance	1,050.00	700.00	350.00	50.0%
Total 10110 · Gift Cards on Hand	1,614.44	1,264.44	350.00	27.7%
10201 · BOH General Fund Chk. (3563)	180,740.96	117,238.63	63,502.33	54.2%
10203 · BOH General Fund Money Market	95,034.01	170,023.54	-74,989.53	-44.1%
10206 · BOH Payroll Acct. Chk. (0133)	2,508.65	1,822.86	685.79	37.6%
10216 · IMET Capital Impr. Fund (8102)	4,125.75	4,112.33	13.42	0.3%
10221 · IMET Reserve Fund (8101)	404,748.86	403,432.08	1,316.78	0.3%
10240 · BOH Convenience Fund Chk (2208)	2,765.76	1,118.12	1,647.64	147.4%
Total 10000 · CASH & INVESTMENT ACCOUNTS	691,615.66	699,089.23	-7,473.57	-1.1%
Total Checking/Savings	691,615.66	699,089.23	-7,473.57	-1.1%
Other Current Assets				
14500 · Property Tax Receivable	321,750.00	321,750.00	0.00	0.0%
14600 · Due from Primary Government	3,730.71	3,730.71	0.00	0.0%
Total Other Current Assets	325,480.71	325,480.71	0.00	0.0%
Total Current Assets	1,017,096.37	1,024,569.94	-7,473.57	-0.7%
TOTAL ASSETS	1,017,096.37	1,024,569.94	-7,473.57	-0.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	8,441.88	9,955.38	-1,513.50	-15.2%
Total Accounts Payable	8,441.88	9,955.38	-1,513.50	-15.2%
Other Current Liabilities				
22000 · Payroll Liabilities				
22101 · Insurance Payable	7,625.28	7,827.28	-202.00	-2.6%
Total 22000 · Payroll Liabilities	7,625.28	7,827.28	-202.00	-2.6%
24000 · Deferred Property Taxes	321,750.00	321,750.00	0.00	0.0%
Total Other Current Liabilities	329,375.28	329,577.28	-202.00	-0.1%
Total Current Liabilities	337,817.16	339,532.66	-1,715.50	-0.5%
Total Liabilities	337,817.16	339,532.66	-1,715.50	-0.5%
Equity				
32000 · Unrestricted Net Assets	1,291,891.39	1,291,891.39	0.00	0.0%
Net Income	-612,612.18	-606,854.11	-5,758.07	-1.0%
Total Equity	679,279.21	685,037.28	-5,758.07	-0.8%
TOTAL LIABILITIES & EQUITY	1,017,096.37	1,024,569.94	-7,473.57	-0.7%

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Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2024 through February 2025

	May '24 - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	319,966.84	321,750.00	-1,783.16	99.4%
41200 · Tax Revenue - PPRT	0.00	5,000.00	-5,000.00	0.0%
41300 · Grants				
41305 · Per Capita Grant	7,534.89	7,400.00	134.89	101.8%
41320 · Temp. Restricted Grant Programs	1,143,379.78	1,306,137.78	-162,758.00	87.5%
41330 · Temp. Restricted Grant- Bldg	-966,977.22	0.00	-966,977.22	100.0%
Total 41300 · Grants	183,937.45	1,313,537.78	-1,129,600.33	14.0%
41400 · Interest & Dividends	8,087.25	510.00	7,577.25	1,585.7%
Total 41000 · GENERAL REVENUES	511,991.54	1,640,797.78	-1,128,806.24	31.2%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	113.18	0.00	113.18	100.0%
42300 · Book Sales	689.00	0.00	689.00	100.0%
42600 · Photocopier	1,724.81	1,800.00	-75.19	95.8%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	8,183.27	800.00	7,383.27	1,022.9%
42900.2 · Friends of the Library	28,000.00	5,937.00	22,063.00	471.6%
Total 42900 · Gifts & Donations	36,183.27	6,737.00	29,446.27	537.1%
Total 42000 · OPERATING REVENUES	38,710.26	8,537.00	30,173.26	453.4%
49999 · Miscellaneous Income	59.13	0.00	59.13	100.0%
Total Income	550,760.93	1,649,334.78	-1,098,573.85	33.4%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	123,656.57	184,541.68	-60,885.11	67.0%
51115 · IMRF Expense	4,409.46	7,732.32	-3,322.86	57.0%
51120 · Medical/Health Insurance	12,679.09	26,366.27	-13,687.18	48.1%
51130 · Life Insurance	72.21	288.29	-216.08	25.0%
51140 · Employer FICA	9,252.66	14,117.44	-4,864.78	65.5%
51999 · Payroll Processing Fees	2,510.66	2,542.40	-31.74	98.8%
Total 51000 · PERSONNEL & BENEFITS	152,580.65	235,588.40	-83,007.75	64.8%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	2,788.65	4,000.00	-1,211.35	69.7%
52100.2 · Books F - Children/Juvenile	3,231.63	2,500.00	731.63	129.3%
52100.3 · Books F - Young Adult	1,766.46	1,500.00	266.46	117.8%
52100.4 · Books F - Spanish Adult	302.19	750.00	-447.81	40.3%
52100.5 · Books F - Spanish Chld./Juv.	831.52	1,850.00	-1,018.48	44.9%
Total 52100 · Books, Fiction	8,920.45	10,600.00	-1,679.55	84.2%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	1,960.00	2,200.00	-240.00	89.1%
52150.2 · Books NF - Children/Juvenile	1,397.95	2,700.00	-1,302.05	51.8%
52150.4 · Books NF - Spanish	407.14	1,000.00	-592.86	40.7%
Total 52150 · Books, Non-Fiction	3,765.09	5,900.00	-2,134.91	63.8%
52200 · A/V Materials				
52200.1 · A/V - Adult	1,195.56	2,000.00	-804.44	59.8%
52200.2 · A/V - Children/Juvenile	209.06	1,100.00	-890.94	19.0%
52200.6 · A/V Games	956.30	1,000.00	-43.70	95.6%
Total 52200 · A/V Materials	2,360.92	4,100.00	-1,739.08	57.6%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	3,368.55	3,900.00	-531.45	86.4%
52350.4 · On-Line - eRead	850.00	650.00	200.00	130.8%

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Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2024 through February 2025

	May '24 - Feb 25	Budget	\$ Over Budget	% of Budget
52350.5 · On-Line - Libby	0.00	1,276.00	-1,276.00	0.0%
Total 52350 · On-Line Resources	4,218.55	5,826.00	-1,607.45	72.4%
52400 · Periodicals				
52400.1 · Periodicals - Adult	4,992.90	3,600.00	1,392.90	138.7%
52400.3 · Periodicals - Subscription Svc	623.90	900.00	-276.10	69.3%
Total 52400 · Periodicals	5,616.80	4,500.00	1,116.80	124.8%
52650 · Processing Supplies	1,208.76	800.00	408.76	151.1%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	26,090.57	31,726.00	-5,635.43	82.2%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	400.00	500.00	-100.00	80.0%
53100.2 · Program Fac- Young Adult	0.00	600.00	-600.00	0.0%
53100.3 · Program Fac- Child	1,162.50	2,000.00	-837.50	58.1%
Total 53100 · Library Program Facilitators	1,562.50	3,100.00	-1,537.50	50.4%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	60.00	1,000.00	-940.00	6.0%
53200.2 · Prog. Suppl. - Children	2,759.30	2,600.00	159.30	106.1%
53200.3 · Prog. Suppl. - Young Adult	896.62	1,000.00	-103.38	89.7%
Total 53200 · Program Supplies	3,715.92	4,600.00	-884.08	80.8%
Total 53000 · PROGRAMMING	5,278.42	7,700.00	-2,421.58	68.6%
54000 · GRANT EXPENSES				
54110 · Contracted Services	233,050.87	346,536.00	-113,485.13	67.3%
54115 · Staff Development	619.43	20,335.00	-19,715.57	3.0%
54120 · Wages & Salaries	471,421.04	646,975.53	-175,554.49	72.9%
54125 · Bonuses/Overtime	39,969.52	42,471.38	-2,501.86	94.1%
54130 · Employer FICA	37,501.77	49,461.92	-11,960.15	75.8%
54131 · IMRF Expense	19,510.55	28,240.09	-8,729.54	69.1%
54132 · Medical/Dental Benefits	55,250.07	85,356.74	-30,106.67	64.7%
54135 · Grant Program Supplies	49,403.17	58,150.00	-8,746.83	85.0%
54155 · Travel Reimbursement	0.00	300.00	-300.00	0.0%
54185 · Grant Telecommunications	669.38	1,674.00	-1,004.62	40.0%
54196 · Liability/Property Insurance	2,839.00	6,000.00	-3,161.00	47.3%
54198 · Misc. Staffing Costs	24,313.00	17,000.00	7,313.00	143.0%
54199 · Indirect Costs to Operations	0.00	3,636.00	-3,636.00	0.0%
Total 54000 · GRANT EXPENSES	934,547.80	1,306,136.66	-371,588.86	71.6%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	2,628.72	3,800.00	-1,171.28	69.2%
55100.2 · Library Board Expense	0.00	600.00	-600.00	0.0%
55100.3 · Travel Reimbursement	0.00	200.00	-200.00	0.0%
Total 55100 · Library Board & Staff Expenses	2,628.72	4,600.00	-1,971.28	57.1%
55200 · Technology				
55200.1 · Circulation System (ILS)	1,210.00	1,200.00	10.00	100.8%
55200.2 · Baker/Taylor TS3 Search System	0.00	1,800.00	-1,800.00	0.0%
55200.3 · Website	1,655.00	725.00	930.00	228.3%
55200.5 · Hardware Purchases	725.88	1,000.00	-274.12	72.6%
55200.6 · Software	105.00	500.00	-395.00	21.0%
Total 55200 · Technology	3,695.88	5,225.00	-1,529.12	70.7%
55300 · Furniture & Equipment				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%
55300.3 · Equipment Purchases	39.96	250.00	-210.04	16.0%
Total 55300 · Furniture & Equipment	39.96	550.00	-510.04	7.3%
55400 · General Office/Administration				

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Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2024 through February 2025

	May '24 - Feb 25	Budget	\$ Over Budget	% of Budget
55400.2 · Office/Library Supplies	6,125.26	6,263.15	-137.89	97.8%
55400.3 · Membership Dues/Fees	1,910.26	1,785.00	125.26	107.0%
55400.4 · Licensing Fees	4,091.80	3,560.00	531.80	114.9%
55400.5 · Postage & Shipping Fees	0.00	300.00	-300.00	0.0%
55400.6 · Telecommunications/Internet	3,258.72	3,696.00	-437.28	88.2%
55400.8 · Liability/Property Insurance	1,317.00	11,646.00	-10,329.00	11.3%
55400.9 · Workers Compensation Insurance	0.00	3,100.00	-3,100.00	0.0%
Total 55400 · General Office/Administration	16,703.04	30,350.15	-13,647.11	55.0%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	500.00	500.00	0.00	100.0%
55500.7 · Newsletter	382.50	419.16	-36.66	91.3%
Total 55500 · Outreach & Public Relations	882.50	919.16	-36.66	96.0%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.1 · Wire Transfers	0.00	22.00	-22.00	0.0%
55600.2 · Payment Processing Fees	120.14	0.00	120.14	100.0%
55600.3 · Other Bank Fees	40.00	20.00	20.00	200.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	160.14	42.00	118.14	381.3%
Total 55000 · GENERAL ADMINISTRATION	24,110.24	41,686.31	-17,576.07	57.8%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	2,650.00	2,650.00	0.00	100.0%
56150 · Audit Services	4,000.00	4,000.00	0.00	100.0%
56200 · Cleaning Services	5,000.00	6,000.00	-1,000.00	83.3%
56300 · IT/Computer Services	1,996.00	6,000.00	-4,004.00	33.3%
56400 · Legal Services	1,531.90	500.00	1,031.90	306.4%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	3,375.25	4,732.00	-1,356.75	71.3%
56500.2 · Maintenance Svcs. - Exterior	1,460.98	1,800.00	-339.02	81.2%
Total 56500 · Maintenance Services	4,836.23	6,532.00	-1,695.77	74.0%
56600 · Hiring Services	751.30	815.00	-63.70	92.2%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	20,765.43	26,497.00	-5,731.57	78.4%
Total Expense	1,163,373.11	1,649,334.37	-485,961.26	70.5%
Net Ordinary Income	-612,612.18	0.41	-612,612.59	-149,417,604.9%
Net Income	-612,612.18	0.41	-612,612.59	-149,417,604.9%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

February 2025

	Feb 25	Jan 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	13.15	17.75	-4.60	-25.9%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	16,386.32	72,425.07	-56,038.75	-77.4%
41330 · Temp. Restricted Grant- Bldg	67,141.43	0.00	67,141.43	100.0%
Total 41300 · Grants	83,527.75	72,425.07	11,102.68	15.3%
41400 · Interest & Dividends	1,340.67	1,530.30	-189.63	-12.4%
Total 41000 · GENERAL REVENUES	84,881.57	73,973.12	10,908.45	14.8%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	0.00	5.00	-5.00	-100.0%
42300 · Book Sales	0.00	80.70	-80.70	-100.0%
42600 · Photocopier	108.05	100.10	7.95	7.9%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	1,282.93	-1,264.00	-98.5%
42900.2 · Friends of the Library	10,000.00	0.00	10,000.00	100.0%
Total 42900 · Gifts & Donations	10,018.93	1,282.93	8,736.00	680.9%
Total 42000 · OPERATING REVENUES	10,126.98	1,468.73	8,658.25	589.5%
49999 · Miscellaneous Income	0.00	19.40	-19.40	-100.0%
Total Income	95,008.55	75,461.25	19,547.30	25.9%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	12,769.97	11,913.69	856.28	7.2%
51115 · IMRF Expense	452.57	413.20	39.37	9.5%
51120 · Medical/Health Insurance	1,128.87	1,128.87	0.00	0.0%
51125 · Dental Insurance	0.00	0.00	0.00	0.0%
51130 · Life Insurance	4.20	4.20	0.00	0.0%
51135 · Vision Insurance	0.00	0.00	0.00	0.0%
51140 · Employer FICA	950.16	884.67	65.49	7.4%
51999 · Payroll Processing Fees	128.00	664.70	-536.70	-80.7%
Total 51000 · PERSONNEL & BENEFITS	15,433.77	15,009.33	424.44	2.8%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	254.35	370.30	-115.95	-31.3%
52100.2 · Books F - Children/Juvenile	414.08	586.20	-172.12	-29.4%
52100.3 · Books F - Young Adult	187.41	188.05	-0.64	-0.3%
52100.4 · Books F - Spanish Adult	25.60	0.00	25.60	100.0%
52100.5 · Books F - Spanish Chld./Juv.	467.46	67.60	399.86	591.5%
Total 52100 · Books, Fiction	1,348.90	1,212.15	136.75	11.3%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	198.87	165.85	33.02	19.9%
52150.2 · Books NF - Children/Juvenile	66.95	163.73	-96.78	-59.1%
52150.4 · Books NF - Spanish	0.00	70.33	-70.33	-100.0%
Total 52150 · Books, Non-Fiction	265.82	399.91	-134.09	-33.5%
52200 · A/V Materials				
52200.1 · A/V - Adult	184.41	78.47	105.94	135.0%
52200.2 · A/V - Children/Juvenile	0.00	209.06	-209.06	-100.0%
52200.6 · A/V Games	190.06	0.00	190.06	100.0%
Total 52200 · A/V Materials	374.47	287.53	86.94	30.2%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	331.14	409.34	-78.20	-19.1%
Total 52350 · On-Line Resources	331.14	409.34	-78.20	-19.1%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

February 2025

	Feb 25	Jan 25	\$ Change	% Change
52400 · Periodicals				
52400.1 · Periodicals - Adult	912.93	981.20	-68.27	-7.0%
Total 52400 · Periodicals	912.93	981.20	-68.27	-7.0%
52650 · Processing Supplies	40.20	135.71	-95.51	-70.4%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	3,273.46	3,425.84	-152.38	-4.5%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	400.00	0.00	400.00	100.0%
53100.3 · Program Fac- Child	150.00	0.00	150.00	100.0%
Total 53100 · Library Program Facilitators	550.00	0.00	550.00	100.0%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	0.00	60.00	-60.00	-100.0%
53200.2 · Prog. Suppl. - Children	19.98	0.00	19.98	100.0%
53200.3 · Prog. Suppl. - Young Adult	115.07	0.00	115.07	100.0%
Total 53200 · Program Supplies	135.05	60.00	75.05	125.1%
Total 53000 · PROGRAMMING	685.05	60.00	625.05	1,041.8%
54000 · GRANT EXPENSES				
54110 · Contracted Services	15,230.00	30,479.80	-15,249.80	-50.0%
54115 · Staff Development	0.00	93.00	-93.00	-100.0%
54120 · Wages & Salaries	46,217.80	42,638.52	3,579.28	8.4%
54130 · Employer FICA	3,376.96	3,103.14	273.82	8.8%
54131 · IMRF Expense	1,738.18	1,579.60	158.58	10.0%
54132 · Medical/Dental Benefits	5,618.35	5,618.35	0.00	0.0%
54135 · Grant Program Supplies	4,428.64	11,680.09	-7,251.45	-62.1%
54185 · Grant Telecommunications	0.00	43.32	-43.32	-100.0%
54198 · Misc. Staffing Costs	2,965.00	0.00	2,965.00	100.0%
Total 54000 · GRANT EXPENSES	79,574.93	95,235.82	-15,660.89	-16.4%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	100.00	0.00	100.00	100.0%
Total 55100 · Library Board & Staff Expenses	100.00	0.00	100.00	100.0%
55200 · Technology				
55200.3 · Website	0.00	1,050.00	-1,050.00	-100.0%
55200.5 · Hardware Purchases	0.00	117.47	-117.47	-100.0%
55200.6 · Software	0.00	60.00	-60.00	-100.0%
Total 55200 · Technology	0.00	1,227.47	-1,227.47	-100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	653.43	529.19	124.24	23.5%
55400.3 · Membership Dues/Fees	150.00	385.00	-235.00	-61.0%
55400.4 · Licensing Fees	42.00	482.40	-440.40	-91.3%
55400.6 · Telecommunications/Internet	0.00	331.55	-331.55	-100.0%
55400.8 · Liability/Property Insurance	0.00	-659.00	659.00	100.0%
Total 55400 · General Office/Administration	845.43	1,069.14	-223.71	-20.9%
55500 · Outreach & Public Relations				
55500.7 · Newsletter	38.25	38.25	0.00	0.0%
Total 55500 · Outreach & Public Relations	38.25	38.25	0.00	0.0%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	6.43	14.91	-8.48	-56.9%
55600.3 · Other Bank Fees	0.00	10.00	-10.00	-100.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	6.43	24.91	-18.48	-74.2%

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Accrual Basis

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

February 2025

	Feb 25	Jan 25	\$ Change	% Change
Total 55000 · GENERAL ADMINISTRATION	990.11	2,359.77	-1,369.66	-58.0%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56200 · Cleaning Services	500.00	500.00	0.00	0.0%
56300 · IT/Computer Services	0.00	1,996.00	-1,996.00	-100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	111.00	30.13	80.87	268.4%
56500.2 · Maintenance Svcs. - Exterior	198.30	151.49	46.81	30.9%
Total 56500 · Maintenance Services	309.30	181.62	127.68	70.3%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	809.30	2,677.62	-1,868.32	-69.8%
Total Expense	100,766.62	118,768.38	-18,001.76	-15.2%
Net Ordinary Income	-5,758.07	-43,307.13	37,549.06	86.7%
Net Income	-5,758.07	-43,307.13	37,549.06	86.7%

Highwood Public Library & Community Center

Check Detail

February 25 through March 11, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	ACH	02/25/2025	Illinois Dept. of Employment Security	Q4 Unemployment Expense	10201 · BOH General Fund Chk. (3563)	-2,965.00
Bill	02192025	02/19/2025	Highland Park Community Foundation	Q4 Unemployment Expense	54198 · Misc. Staffing Costs	2,965.00
TOTAL						2,965.00
Bill Pmt -Check	Debit Card	02/28/2025	Ace Hardware	Salt	10240 · BOH Convenience Fund Chk (2208)	-58.30
Bill	02042025	02/04/2025		Salt	56500.2 · Maintenance Svcs. - Exterior	58.30
TOTAL						58.30
Bill Pmt -Check	Debit Card	02/28/2025	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-3,974.76
Bill	11164116578557058	02/03/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	58.96
Bill	11198934737797835	02/04/2025		12 Mice for Digital Navigation Program	54135 · Grant Program Supplies	143.40
Bill	11138899320139463	02/04/2025		Prog. Suppl. - Young Adult	53200.3 · Prog. Suppl. - Young Adult	47.97
Bill	11112090998758648	02/04/2025		Teen Book Buffet Books	54135 · Grant Program Supplies	73.96
Bill	11156625523293846	02/04/2025		YA Program Supplies	54135 · Grant Program Supplies	15.99
Bill	11123638940500200	02/04/2025		Teen Book Buffet Supplies	54135 · Grant Program Supplies	56.89
Bill	11107096986308223	02/04/2025		Books NF - YA	52150.1 · Books NF - Adult	72.34
Bill	11126943595937822	02/04/2025		Books NF - YA	52150.1 · Books NF - Adult	26.76
Bill	11111508191713055	02/04/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	37.19
Bill	11100074083706628	02/04/2025		200 2.25 inch Button Blanks	54135 · Grant Program Supplies	36.99
				10" Selfie Light	54135 · Grant Program Supplies	25.49
				Movo Shotgun Mic for Camera	54135 · Grant Program Supplies	39.95
				Mandala Draco Sparkle Yarn	54135 · Grant Program Supplies	5.97
				2 Pack Charger Bank	54135 · Grant Program Supplies	19.99
				Mandala Monoceros Sparkle Yarn	54135 · Grant Program Supplies	7.12
				Blue Lagoon Yarn	54135 · Grant Program Supplies	9.00
				Stick n Stitch Stabilizer	54135 · Grant Program Supplies	13.82
				(52) Yarn Skeins	54135 · Grant Program Supplies	31.99
				60" Camera Tripod	54135 · Grant Program Supplies	24.99
				Wireless Microphone	54135 · Grant Program Supplies	23.99
Bill	11105303447737029	02/05/2025		Client Care Kits	54135 · Grant Program Supplies	48.98
Bill	11122971061217029	02/05/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	187.41
Bill	11156004806533809	02/05/2025		A/V Games	52200.6 · A/V Games	155.07
Bill	11151700917057067	02/06/2025		Health Equity Program Supplies	54135 · Grant Program Supplies	38.66
Bill	11466098103456230	02/06/2025		A/V - Adult	52200.1 · A/V - Adult	32.92
Bill	11173789944159431	02/06/2025		Client Care Kits	54135 · Grant Program Supplies	136.44
Bill	11159616870609844	02/06/2025		YA Outreach Supplies	54135 · Grant Program Supplies	181.37
Bill	11110969952341816	02/06/2025		Books NF - YA	52150.1 · Books NF - Adult	16.61
Bill	11174066556125833	02/07/2025		(12) Wireless Mice - to be Returned	55200.5 · Hardware Purchases	143.40
Bill	11106788805545863	02/10/2025		Children's Program Supplies	54135 · Grant Program Supplies	31.91

Highwood Public Library & Community Center

Check Detail

February 25 through March 11, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11159886884440225	02/12/2025		Library Address Numbers & Adhesive	55400.2 · Office/Library Supplies	75.72
Bill	11160811451329818	02/13/2025		Tutoring Program Supplies	54135 · Grant Program Supplies	9.99
Bill	11101081288855455	02/14/2025		Konica Minolta 4-Pack Toner	55400.2 · Office/Library Supplies	114.99
Bill	11157746471802669	02/18/2025		Baby Rave & Glow Party Supplies	54135 · Grant Program Supplies	45.97
Bill	11103719581257004	02/18/2025		Children's Program Supplies	54135 · Grant Program Supplies	79.96
Bill	11153272254445838	02/19/2025		Privacy Curtains	54135 · Grant Program Supplies	30.94
Bill	11185298373225014	02/19/2025		Air Temperature Thermometers	55400.2 · Office/Library Supplies	14.07
Bill	11166416829802638	02/19/2025		Children's Program Supplies	54135 · Grant Program Supplies	57.99
Bill	11353525469303422	02/20/2025		Case Management Essentials Supplies	54135 · Grant Program Supplies	663.04
Bill	11157431772817848	02/22/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	22.98
Bill	11161435897461811	02/22/2025		A/V Games	52200.6 · A/V Games	34.99
Bill	11184716856270669	02/25/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	261.32
Bill	11115544901344246	02/25/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	35.29
Bill	11184557979181029	02/25/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	152.76
Bill	11198453999897069	02/26/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	394.98
Bill	11148168887465849	02/27/2025		Library Office & Staff Room Supplies	55400.2 · Office/Library Supplies	25.94
Bill	11495581462813806	02/28/2025		A/V - Adult	52200.1 · A/V - Adult	77.28
Bill	11449051735457061	02/28/2025		A/V - Adult	52200.1 · A/V - Adult	63.19
Bill	11129952552887428	02/27/2025		Library Office Supplies	55400.2 · Office/Library Supplies	41.56
				Processing Supplies	52650 · Processing Supplies	6.29
				Childrens Program Supplies	53200.2 · Prog. Suppl. - Children	19.98
TOTAL						3,974.76
Bill Pmt -Check	Debit Card	02/28/2025	Carnicerias Jimenez	DEEP Program Supplies	10240 · BOH Convenience Fund Chk (2208)	-24.68
Bill	02252025	02/25/2025		DEEP Program Supplies	54135 · Grant Program Supplies	24.68
TOTAL						24.68
Bill Pmt -Check	Debit Card	02/28/2025	Comcast	Telecom Services for 1/16-2/15/25	10240 · BOH Convenience Fund Chk (2208)	-137.14
Bill	01092025	01/09/2025		Telecom Services for 1/16-2/15/25	55400.6 · Telecommunications/Internet	137.14
TOTAL						137.14
Bill Pmt -Check	Debit Card	02/28/2025	D's Coffee Shop	Outreach & Engagement Event Supplies (2/5-2/8/25)	10240 · BOH Convenience Fund Chk (2208)	-522.00
Bill	02052025	02/05/2025		Outreach & Engagement Event Supplies (2/5-2/8/25)	54135 · Grant Program Supplies	522.00
TOTAL						522.00
Bill Pmt -Check	Debit Card	02/28/2025	Education.com	Children's Program Supplies	10240 · BOH Convenience Fund Chk (2208)	-59.94
Bill	02062025	02/06/2025		Children's Program Supplies	54135 · Grant Program Supplies	59.94
TOTAL						59.94

Highwood Public Library & Community Center

Check Detail

February 25 through March 11, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	Debit Card	02/28/2025	Glowforge	Glowforge Premium Annual Subscription 2/12/2	10240 · BOH Convenience Fund Chk (2208)	-239.00
	Bill	CBINV630507	02/12/2025		Glowforge Premium Annual Subscription 2/12/25-2	54135 · Grant Program Supplies	239.00
TOTAL							239.00
	Bill Pmt -Check	Debit Card	02/28/2025	Google		10240 · BOH Convenience Fund Chk (2208)	-525.72
	Bill	5177347214	01/31/2025	NorthShore University HealthSystem	Google Telecom for January	54185 · Grant Telecommunications	43.32
	Bill	5164359005	01/31/2025		Google Workspace for January	55400.4 · Licensing Fees	482.40
TOTAL							525.72
	Bill Pmt -Check	Debit Card	02/28/2025	Illinois Library Association	2025 ILA Membership - L. Hegedus	10240 · BOH Convenience Fund Chk (2208)	-100.00
	Bill	302228	02/28/2025		2025 ILA Membership - L. Hegedus	55100.1 · Staff Development	100.00
TOTAL							100.00
	Bill Pmt -Check	Debit Card	02/28/2025	Jewel		10240 · BOH Convenience Fund Chk (2208)	-129.98
	Bill	02062025	02/06/2025		Charlas Supplies	54135 · Grant Program Supplies	27.97
	Bill	02122025	02/12/2025		Charlas Supplies	54135 · Grant Program Supplies	20.55
	Bill	02122025-2	02/12/2025		Charlas Supplies	54135 · Grant Program Supplies	11.12
	Bill	02182025	02/18/2025		Charlas Supplies	54135 · Grant Program Supplies	25.00
	Bill	02192025	02/19/2025		Charlas Supplies	54135 · Grant Program Supplies	24.42
	Bill	02222025	02/22/2025		Prog. Suppl. - Young Adult	53200.3 · Prog. Suppl. - Young Adult	1.49
	Bill	02262025	02/26/2025		Charlas Supplies	54135 · Grant Program Supplies	19.43
TOTAL							129.98
	Bill Pmt -Check	Debit Card	02/28/2025	JoAnn Fabric		10240 · BOH Convenience Fund Chk (2208)	-325.90
	Bill	02192025	02/19/2025		Childrens Program Supplies	54135 · Grant Program Supplies	114.29
					Outreach Cart Supplies	55400.2 · Office/Library Supplies	30.39
	Bill	02192025-2	02/19/2025		Childrens Program Supplies	54135 · Grant Program Supplies	181.22
TOTAL							325.90
	Bill Pmt -Check	Debit Card	02/28/2025	La Union Supermarket		10240 · BOH Convenience Fund Chk (2208)	-43.33
	Bill	02052025	02/05/2025		Charlas Supplies	54135 · Grant Program Supplies	10.23
	Bill	02112025	02/11/2025		DEEP Program Supplies	54135 · Grant Program Supplies	33.10
TOTAL							43.33
	Bill Pmt -Check	Debit Card	02/28/2025	LACONI	Annual Laconi Membership 1/1-12/31/2025	10240 · BOH Convenience Fund Chk (2208)	-150.00
	Bill	INV-0445	02/19/2025		Annual Laconi Membership 1/1-12/31/2025	55400.3 · Membership Dues/Fees	150.00

Highwood Public Library & Community Center

Check Detail

February 25 through March 11, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							150.00
	Bill Pmt -Check	Debit Card	02/28/2025	Mailchimp	Monthly Subscription 2/12-3/11/25	10240 · BOH Convenience Fund Chk (2208)	-38.25
	Bill	MC15685647	02/12/2025		Monthly Subscription 2/12-3/11/25	55500.7 · Newsletter	38.25
TOTAL							38.25
	Bill Pmt -Check	Debit Card	02/28/2025	Sams Club	Library Office Supplies	10240 · BOH Convenience Fund Chk (2208)	-215.41
	Bill	10265918680	02/17/2025		Library Office Supplies	55400.2 · Office/Library Supplies	215.41
TOTAL							215.41
	Bill Pmt -Check	Debit Card	02/28/2025	Simple Practice	Appointment Scheduler for 2/3-3/3/25	10240 · BOH Convenience Fund Chk (2208)	-276.00
	Bill	724EA5F5-0043	02/03/2025		Appointment Scheduler for 2/3-3/3/25	54135 · Grant Program Supplies	276.00
TOTAL							276.00
	Bill Pmt -Check	Debit Card	02/28/2025	Target		10240 · BOH Convenience Fund Chk (2208)	-54.13
	Bill	02062025	02/06/2025		Prog. Suppl. - Young Adult	53200.3 · Prog. Suppl. - Young Adult	35.61
	Bill	02222025	02/22/2025		Prog. Suppl. - Young Adult	53200.3 · Prog. Suppl. - Young Adult	18.52
TOTAL							54.13
	Bill Pmt -Check	Debit Card	02/28/2025	techsoup.org		10240 · BOH Convenience Fund Chk (2208)	-87.00
	Bill	02052025	02/05/2025		10 Norton Antivirus for Digital Navigation Client Dev	54135 · Grant Program Supplies	45.00
	Bill	02052025-2	02/05/2025		Quickbooks Premier 2021 Desktop Software	55400.4 · Licensing Fees	42.00
TOTAL							87.00
	Bill Pmt -Check	Debit Card	02/28/2025	The Wall Street Journal	Wall Street Journal Subscription 1/1-3/31/2025	10240 · BOH Convenience Fund Chk (2208)	-194.97
	Bill	02192025	02/19/2025		Wall Street Journal Subscription 1/1-3/31/2025	52400.1 · Periodicals - Adult	194.97
TOTAL							194.97
	Bill Pmt -Check	Debit Card	02/28/2025	Toffee Traditions LLC	Grant Program Supplies	10240 · BOH Convenience Fund Chk (2208)	-25.00
	Bill	02102025	02/10/2025		Grant Program Supplies	54135 · Grant Program Supplies	25.00
TOTAL							25.00
	Bill Pmt -Check	Debit Card	02/28/2025	Track1099 Avalara	2024 1099 Form Mail Delivery Charge	10240 · BOH Convenience Fund Chk (2208)	-8.25
	Bill	1460-5500	02/04/2025		2024 1099 Form Mail Delivery Charge	55400.2 · Office/Library Supplies	8.25
TOTAL							8.25

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Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	02/28/2025	Walgreens		10240 · BOH Convenience Fund Chk (2208)	-23.66
Bill	02052025	02/05/2025		Outreach & Engagement Event Supplies	54135 · Grant Program Supplies	12.18
Bill	02072025	02/07/2025		Prog. Suppl. - Young Adult	53200.3 · Prog. Suppl. - Young Adult	11.48
TOTAL						23.66
Bill Pmt -Check	3216	03/11/2025	Adolph, Zachary	STEM Engineering Class Instructor Fee	10201 · BOH General Fund Chk. (3563)	-50.00
Bill	02272025	02/27/2025		STEM Engineering Class Instructor Fee	53100.3 · Program Fac- Child	50.00
TOTAL						50.00
Bill Pmt -Check	3217	03/11/2025	Aerex Pest Control Service, Inc.	Additional Pest Control Service	10201 · BOH General Fund Chk. (3563)	-45.00
Bill	2609953	03/05/2025		Additional Pest Control Service	56500.1 · Maintenance Svcs. - Interior	45.00
TOTAL						45.00
Bill Pmt -Check	3218	03/11/2025	Avila, Genesis	Youth Savings Account Program Consulting for 10201	10201 · BOH General Fund Chk. (3563)	-1,360.00
Bill	03052025	03/05/2025	Vivo Foundation	Youth Savings Account Program Consulting for Jan 54110	54110 · Contracted Services	1,360.00
TOTAL						1,360.00
Bill Pmt -Check	3219	03/11/2025	Avila, Yenny	Meeting Supplies Reimbursement	10201 · BOH General Fund Chk. (3563)	-58.00
Bill	01312025	01/31/2025		Meeting Supplies Reimbursement	54135 · Grant Program Supplies	58.00
TOTAL						58.00
Bill Pmt -Check	3220	03/11/2025	Baker & Taylor	Acct. #L425431 - Library Materials	10201 · BOH General Fund Chk. (3563)	-575.53
Bill	2038832125	01/22/2025		Books NF - Adult	52150.1 · Books NF - Adult	129.16
				Processing Supplies	52650 · Processing Supplies	11.83
Bill	2038832124	01/22/2025		Books F - Adult	52100.1 · Books F - Adult	35.72
				Processing Supplies	52650 · Processing Supplies	4.19
Bill	2038832126	01/22/2025		Books NF - Spanish	52150.4 · Books NF - Spanish	23.75
				Processing Supplies	52650 · Processing Supplies	0.69
Bill	2038870935	02/10/2025		Books F - Adult	52100.1 · Books F - Adult	124.80
				Processing Supplies	52650 · Processing Supplies	14.68
Bill	H71597690	02/10/2025		A/V - Adult	52200.1 · A/V - Adult	11.02
Bill	2038894416	02/20/2025		Books F - Adult	52100.1 · Books F - Adult	91.70
				Processing Supplies	52650 · Processing Supplies	9.89
Bill	2038894417	02/20/2025		Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	25.60
				Processing Supplies	52650 · Processing Supplies	2.25
Bill	2038894418	02/20/2025		Books NF - Adult	52150.1 · Books NF - Adult	83.16

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Type	Num	Date	Name	Memo	Account	Original Amount
				Processing Supplies	52650 · Processing Supplies	7.09
TOTAL						575.53
Bill Pmt -Check	3221	03/11/2025	Beteta Hernandez, Ximena	Contracted Marketing Support for February & M 10201 · BOH General Fund Chk. (3563)		-1,250.00
Bill	03052025	03/05/2025		Contracted Marketing Support for February & Marcl 54110 · Contracted Services		1,250.00
TOTAL						1,250.00
Bill Pmt -Check	3222	03/11/2025	Brito, Carolina	March Counseling Services	10201 · BOH General Fund Chk. (3563)	-1,938.00
Bill	03012025	03/01/2025		March Counseling Services	54110 · Contracted Services	1,938.00
TOTAL						1,938.00
Bill Pmt -Check	3223	03/11/2025	Carlson, Nova	Makerspace Contracted Services for March 2025 10201 · BOH General Fund Chk. (3563)		-160.00
Bill	03032025	03/03/2025		Makerspace Contracted Services for March 2025	54110 · Contracted Services	160.00
TOTAL						160.00
Bill Pmt -Check	3224	03/11/2025	City of Highwood.		10201 · BOH General Fund Chk. (3563)	-23,074.89
Bill	February 2025 IMRF	02/28/2025		IMRF Payment for February 2024	22100 · IMRF W/H Payable	4,320.01
Bill	2025-March	03/03/2025	IL State Library PNG	March 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	159.31
			Highland Park Community Foundation	March 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	903.70
			NorthShore University HealthSystem	March 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	6,233.96
			The Grainger Foundation Grant	March 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	405.76
			The Grainger Foundation Grant	March 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	162.54
				March 2025 Medical/Health Insurance	51120 · Medical/Health Insurance	1,445.90
				March 2025 Medical/Health Insurance	51125 · Dental Insurance	54.58
				March 2025 Medical/Health Insurance	51135 · Vision Insurance	7.49
				March 2025 Medical/Health Insurance	51130 · Life Insurance	4.20
Bill	2025-April	03/28/2025	IL State Library PNG	April 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	159.31
			Highland Park Community Foundation	April 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	903.70
			NorthShore University HealthSystem	April 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	6,233.96
			The Grainger Foundation Grant	April 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	405.76
			The Grainger Foundation Grant	April 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	162.54
				April 2025 Medical/Health Insurance	51120 · Medical/Health Insurance	1,445.90
				April 2025 Medical/Health Insurance	51125 · Dental Insurance	54.58
				April 2025 Medical/Health Insurance	51135 · Vision Insurance	7.49
				April 2025 Medical/Health Insurance	51130 · Life Insurance	4.20
TOTAL						23,074.89
Bill Pmt -Check	3225	03/11/2025	Community Youth Network, Inc.	Contracted Counseling Servicesfor February 20 10201 · BOH General Fund Chk. (3563)		-720.00

Highwood Public Library & Community Center

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February 25 through March 11, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill	30605	02/28/2025		Contracted Counseling Services for February 2025	54110 · Contracted Services	720.00
TOTAL							720.00
	Bill Pmt -Check	3226	03/11/2025	Consuelo, Inc.	Therapy Services for March	10201 · BOH General Fund Chk. (3563)	-900.00
	Bill	1051	03/06/2025	NorthShore University HealthSystem	Therapy Services for March	54110 · Contracted Services	900.00
TOTAL							900.00
	Bill Pmt -Check	3227	03/11/2025	Demco		10201 · BOH General Fund Chk. (3563)	-103.26
	Bill	7612059	03/03/2025		Processing Supplies	52650 · Processing Supplies	50.48
	Bill	7611719	03/03/2025		Processing Supplies	52650 · Processing Supplies	52.78
TOTAL							103.26
	Bill Pmt -Check	3228	03/11/2025	Giraldo, Alexander	Contracted Marketing Support for February & M	10201 · BOH General Fund Chk. (3563)	-880.00
	Bill	03062025	03/06/2025		Contracted Marketing Support for February & Marcl	54110 · Contracted Services	880.00
TOTAL							880.00
	Bill Pmt -Check	3229	03/11/2025	Guerrero, Diana	Meeting Supplies Reimbursement	10201 · BOH General Fund Chk. (3563)	-8.99
	Bill	03042025	03/04/2025		Meeting Supplies Reimbursement	54135 · Grant Program Supplies	6.88
					Meeting Supplies Reimbursement	54135 · Grant Program Supplies	2.11
TOTAL							8.99
	Bill Pmt -Check	3230	03/11/2025	Highwood Rec Center		10201 · BOH General Fund Chk. (3563)	-315.00
	Bill	40941	01/29/2025	NorthShore University HealthSystem	Zumba Basement Fee - January	54135 · Grant Program Supplies	210.00
	Bill	40991	02/27/2025	NorthShore University HealthSystem	Zumba Basement Fee - February	54135 · Grant Program Supplies	105.00
TOTAL							315.00
	Bill Pmt -Check	3231	03/11/2025	Hoopla	February 2025 Usage	10201 · BOH General Fund Chk. (3563)	-331.14
	Bill	506824773	02/28/2025		February 2025 Usage	52350.3 · On-Line - Hoopla	331.14
TOTAL							331.14
	Bill Pmt -Check	3232	03/11/2025	La Union Supermarket	CME Gift Cards Purchase (#223-262) & Donatior	10201 · BOH General Fund Chk. (3563)	-1,000.00
	Bill	0018	02/18/2025	Other	CME Gift Cards Purchase (#223-262) & Donation (i	10110.2 · Gift Cards-GEN Meal Assistance	1,000.00
TOTAL							1,000.00
	Bill Pmt -Check	3233	03/11/2025	Lara, Maria	March 2024 Professional Cleaning Services	10201 · BOH General Fund Chk. (3563)	-1,482.00

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February 25 through March 11, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill	03052025	03/05/2025		March 2024 Professional Cleaning Services	56200 · Cleaning Services	500.00
				NorthShore University HealthSystem	March 2024 Professional Cleaning Services	54110 · Contracted Services	982.00
TOTAL							1,482.00
	Bill Pmt -Check	3234	03/11/2025	Lauterbach & Amen, LLP	HIGHWOODPL	10201 · BOH General Fund Chk. (3563)	-2,400.00
	Bill	11222024	11/22/2024		Accounting Services for October	54110 · Contracted Services	2,400.00
TOTAL							2,400.00
	Bill Pmt -Check	3235	03/11/2025	Lomeli, Itzayana Rocio Gonzalez	March Community Health Education & Engagen	10201 · BOH General Fund Chk. (3563)	-1,400.00
	Bill	03042025	03/04/2025	NorthShore University HealthSystem	March Community Health Education & Engagemen	54110 · Contracted Services	1,400.00
TOTAL							1,400.00
	Bill Pmt -Check	3236	03/11/2025	Mata, Khiabet	Health Equity Case Management Services for M.	10201 · BOH General Fund Chk. (3563)	-892.50
	Bill	008	03/01/2025	NorthShore University HealthSystem	Health Equity Case Management Services for Marc	54110 · Contracted Services	892.50
TOTAL							892.50
	Bill Pmt -Check	3237	03/11/2025	Plante Moran, PLLC	Accounting Services Rendered through 2/24/20	10201 · BOH General Fund Chk. (3563)	-7,342.50
	Bill	10400476	03/01/2025		Accounting Services Rendered through 2/24/2025	54110 · Contracted Services	7,342.50
TOTAL							7,342.50
	Bill Pmt -Check	3238	03/11/2025	Quill	Acct. #C359709	10201 · BOH General Fund Chk. (3563)	-127.10
	Bill	42897344	02/17/2025		Cleaning Supplies	55400.2 · Office/Library Supplies	127.10
TOTAL							127.10
	Bill Pmt -Check	3239	03/11/2025	Ramirez, Laura	Meeting Supplies Reimbursement	10201 · BOH General Fund Chk. (3563)	-101.39
	Bill	02112025	02/11/2025		Meeting Supplies Reimbursement	54135 · Grant Program Supplies	19.08
					Meeting Supplies Reimbursement	54135 · Grant Program Supplies	38.63
					Meeting Supplies Reimbursement	54135 · Grant Program Supplies	15.39
					Meeting Supplies Reimbursement	54135 · Grant Program Supplies	28.29
TOTAL							101.39
	Bill Pmt -Check	3240	03/11/2025	Sharehaven, LLC	STEM Presenter Fee	10201 · BOH General Fund Chk. (3563)	-100.00
	Bill	02272025	02/27/2025		STEM Presenter Fee	53100.3 · Program Fac- Child	100.00
TOTAL							100.00
	Bill Pmt -Check	3241	03/11/2025	Simon Pina, Beatriz	March Community Health Education & Engagen	10201 · BOH General Fund Chk. (3563)	-1,600.00

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	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill	03032025	03/03/2025	NorthShore University HealthSystem	March Community Health Education & Engagemen	54110 · Contracted Services	1,600.00
TOTAL							1,600.00
	Bill Pmt -Check	3242	03/11/2025	Spanish Adult Literacy Consultant	Digital Navigation Services for March 2025	10201 · BOH General Fund Chk. (3563)	-5,500.00
	Bill	03042025	03/04/2025	Lake County	Digital Navigation Services for March 2025	54110 · Contracted Services	5,500.00
TOTAL							5,500.00
	Bill Pmt -Check	3243	03/11/2025	Vazquez, Fabiola Hernandez	March Community Health Education & Engagen	10201 · BOH General Fund Chk. (3563)	-1,560.00
	Bill	03032025	03/03/2025	NorthShore University HealthSystem	March Community Health Education & Engagemen	54110 · Contracted Services	1,560.00
TOTAL							1,560.00