



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

Location: Highwood Public Library  
Monday, September 30, 2024 – 7 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
5. Secretary's report
  - a. Motion to approve minutes from August 26, 2024 regular meeting minutes
6. Communication
7. Treasurer Report
  - a. Review of Financials
  - b. Motion to approve the August 2024 Invoices
8. Director's report
  - a. Public comment received via email and suggestion box
  - b. Early Voting: dates offered and volunteer support needed
9. Committee reports
10. Old business
11. New business
  - a. Discussion of Library Closure for 1-day all-staff training in November
  - b. Motion to approve closing library to public for one day all-staff training
  - c. Discussion of interior mural opportunity in Teen department
  - d. Motion to approve interior mural opportunity in Teen department
  - e. Discussion of annual HVAC maintenance contract
  - f. Motion to approve annual HVAC maintenance contract
12. Executive Session 5 ILCS 120/Sec 2(c) 1
  - a. Motion to approve items of action taken in executive session.
13. Adjournment

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

Board of Trustees

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

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

Laura Ramirez, Executive Director [director@highwoodlibrary.org](mailto:director@highwoodlibrary.org)

**102 Highwood Ave. • Highwood, IL 60040 • [www.highwoodlibrary.org](http://www.highwoodlibrary.org) • 847-432-5404**

**Highwood Library & Community Center  
Board of Trustees Regular Meeting – August 26, 2024**

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Nora Loreda, Paul Martinez, Jason Muelver, Nancy Pastroff, Catherine Regalado; Laura Ramirez, Director  
Absent: None

**Ms. Hospodarsky called the meeting to order at 7:01 pm.**

**Public Comments:** The Board welcomed Marcos Levy, who recently joined the Building and Grounds committee, and has been especially helpful planning for ongoing maintenance and advocating with vendors.

**President's Report**

Ms. Hospodarsky thanked the B&G Committee for putting new flowers in front planters. Staff will water daily during the heat. She has shared her travel schedule and will be more available in October. Some trustees assisted the Friends with their tent at the Wednesday Market.

**Secretary's Report**

Ms. Hospodarsky moved to approve the regular meeting minutes from July 22, 2024, Ms. Pastroff seconded, and the motion carried unanimously.

**Communication** – the Director reported on several solicitations.

**Treasurer's Report**

Ms. Loreda presented the July financials and August invoices.

A new finance question Google doc was shared with Board with new questions added to top. These will be answered in open meeting.

- The Cost per Fax Program expense will be researched but Library is required to offer fax services.
- 7/31/24 Chicago Tribune expense was missing subscription period in memo line.
- Gift cards are being tracked.

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

**Director's Report**

Ms. Ramirez highlighted several items from her report and added other news.

- Mr. Levy is assisting on invoice for new, warrantied HVAC system, which required service.
- There will be an update on the Digital Navigator grant via Lake County prior to Digital Inclusion Week Oct 7-11.
- In HR updates, the two part time positions have been filled and there is a newly opened circulation position.
- There was a request to incorporate the new wireless sessions information into monthly statistics report, just monthly total of users and bandwidth used.

Draft, not yet approved

- Directors' University was very informative, and Ms. Ramirez shared some learning with the Board: there will be new Library Standards (v. 5.0) which Board can use with strategic planning, and ISL will provide libraries with EBSCO databases for the next 10 years.
- Patch published Per Capita Grant awards for Highland Park/Highwood.
- Endeavor Health has updated on future stepping down of Health Equity grant.
- Ravinia has made some tickets available to concerts. Aug 27 is cancelled; Sept 10 available.

### **Committee Reports**

Building and Grounds: reported on some grounds maintenance, HVAC repair, and planning for regular filter changing for HVAC and water fountains.

Policy: Committee received second lawyer review of Personnel Policy and it is ready for Board approval.

Technology: Mr. Knutson is in town and provided an update on his many tech improvements. Committee will meet within next 2 weeks. Website will shift to WordPress and provide cost update to Finance.

Finance: met just prior to board meeting, which will be a standing meeting time. They approved IDES invoices and discussed investing funds in IMET.

### **New Business**

Ms. Regalado moved to approve the Personnel Policy subject to feedback from the City Manager. Ms. Hospodarsky seconded and the motion carried unanimously.

Ms. Ramirez reported the IL State Library PNG has granted a third year of full funding for the Makers Space. Ms. Regalado moved to approve the agreement, Mr. Muelver seconded, and the motion carried unanimously.

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

**Meeting adjourned at 8:14 pm.**

**Next meeting will be Thursday, Sept 26<sup>th</sup>, 7 pm**

**Director's Report  
September 30, 2024  
Library Updates**

**Admin/Accounting  
Current Month**

- Gift Cards and Petty Cash tracking process is allowing for timely reporting of balances on the financials. -Nora, Nancy, & Rebecca
- Additional FY23 audit requests to date are delivered and under review. (Rebecca & Nancy)

**Records Retention  
Building & Grounds**

- No Updates
- B&G Member Marcos Levy replaced the bulky lights installed by Kentwood with compact, professional under-cabinet lighting at all desks. Kentwood ordered the wrong size overhead cabinet for the staff workroom so the final missing cabinet was not able to be installed.
- WB Olson did a walk-through of the building to see any items that need repair under warranty. Items include: cracked and spauling concrete in front of library; staining coming off of brick in front, west side and north side of building; fraying wallpaper in Children's department and in Makerspace; botched painting in Community Room.
- Problems with HVAC continue. National has billed us twice, totaling over \$1400 for service calls that they report are not covered under the warranty. Marcos Levy has intervened with National, who reduced one bill from \$850 to \$480. National states that there is not consistent electricity coming to the HVAC units. As of 9-23, ComEd is working to resolve this issue. They are going to record the electrical system for weeks (to record inflow of electricity to the building) and then address the problem. National will not be called back into the building until the electrical issue is resolved. Marcos will ask National to test and balance the system prior to November 1st.

**Website & Technology**

- The website has been migrated to Wordpress.com. The financial cost went from \$735/year to \$605 for three years (we still have to pay \$12/year for our domain.) Since migrating to a new webhost, our IT Consultant has had more freedom to install various plugins and directly look at website metrics. For example, when asking for # of website sessions (IPLAR 21.9) the IT Consultant would always need to ask Gratz. Now, he is able to track page views. Just in the first 10 days, we have had over 462 views of the homepage!
- Diana Guerrero successfully obtained free access to Canva through their nonprofit program this month. The library uses Canva to create professional materials to market library events through the newsletter, social media, and in flyers.

**Accessibility**

- Our new website Wordpress.com has free plug ins to increase accessibility. The IT Consultant has installed this Accessibility Icon on the website.

**Communications  
Personnel**

- None of note.
- Revised policies shared with all staff on August 29, 2024. Policies were covered in detail to all staff at a staff meeting on Sept. 20, 2024.
- The library is now fully staffed, with all open positions filled in Children's Services (Jenny Reingold, PT), Teen Services (Ciara White and Karina Castilla, PT), and Adult Services (Amanda Kuo, PT). We are seeking to fill two contractual positions: Marketing Contractor and Counseling Contractor.
- Monica Zohar submitted her resignation, effective 10-11-24. We are grateful for the counseling services she has provided to this community.

**Grant Update**

- The Common Report and a PNG LSTA Post Project & Activity Report were submitted.
- Lake County Community Foundation awarded a \$5,000 Kellogg Leadership Development Grant to HLCC for professional development.
- A \$4,000 grant was received from Christ Church Lake Forest in support of counseling.
- A grant of \$45,000 was received from BCBSIL Blue Impact Fund in support of Health Equity.

## Outreach

- On Saturday, August 24, 2024, Health Equity attended an outdoor event on Saturday at the Northwood Middle School hosted by Heart of the City. Highwood and Highland Park families were present and received information about programs at the library.
- In collaboration with the Park District of Highland Park, the Children's Department participated in a celebration of Hispanic and Latinx culture ahead of an Encanto movie showing at Sunset Woods Park. This event provided a wonderful opportunity to connect with the community and promote the library.

At the library's booth, visitors enjoyed completing Encanto-themed crafts, choosing between coloring a wooden butterfly or designing a night light shaped like the movie's iconic candle. While crafting, visitors had the chance to speak with library staff, learning more about our upcoming programs. Engaging with so many families and children in this vibrant, creative setting was a meaningful way to share the library's mission and offer a glimpse into the kinds of enriching activities we love to lead.



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

### Adventure Club

- The Children's Department hosted several successful Adventure Club events this month, providing families with fun, engaging ways to spend their evenings and connect with the community. In August, Adventure Club featured a variety of interactive events, including a Board Game Night, a Monster-Puppet Craft and Read-Aloud, and a Popsicle-Stick Instrument Craft and Dance Party. Each activity encouraged creativity, collaboration, and fun, making the programs a hit with both kids and their families.



## Teen Services (Program Updates Lauren)

**Backpack Deco Event:** Teens and tweens, especially those who had received a backpack from the Summer Kick-Off/Send-off events, were encouraged to attend the Backpack Deco program in the Makerspace. Together, they added patches, keychains with goofy phrases, and personally designed buttons in order to make their backpacks as representative of themselves as possible. It was awesome to see them get excited over how they were transforming their backpacks!



### **Spinning into Summer: YA Reading Program Boosts Engagement and Circulation**

- This year for the YA summer reading program, we were focusing on increasing circulation of the collection. To encourage teens to check out our books, they were rewarded with a spin on the YA prize wheel for every title they checked out. By the conclusion of the program on August 10th, our prize wheel was spun a grand total of 186 times. Teens were excited to spin the wheel and were looking for additional ways to get BONUS spins. These spins were rewarded for reading in the library for 15 minutes and attending library programs. Overall, it was a huge success and participation more than doubled from last summer's program.

### **Adult Services (Updates from Alex, Aurora, Yuliya)**

#### **Job Search Kiosk Empowers Patrons Seeking Employment Opportunities**

- The library received a new computer kiosk station from Lake County Workforce Development aimed at empowering patrons in their job search and training endeavors. This dedicated kiosk displays valuable information from the Workforce Development website, making it easier for job seekers to access resources. Feedback from users has highlighted the kiosk as a vital tool in their job search process, helping them navigate available opportunities and training programs.
- In addition to the kiosk, Lake County Workforce Development Job Center staff visit our library every Monday to provide in-person assistance, which has consistently attracted patrons seeking guidance throughout the summer. Together, these resources not only strengthen our partnership with Lake County Workforce Development but also enhance our library's role as a community hub for workforce support.

#### **GED Success: Student Accomplishes Key Milestones**

- This month, one of our high school diploma students achieved significant progress by successfully completing the science and reading sections of the GED. With dedicated support from our staff and volunteers and access to resources tailored to their needs, this student is now one step closer to obtaining their diploma. Their hard work and perseverance serve as an inspiring reminder of the life-changing impact education can have. The student shared their excitement and expressed gratitude for the support they've received on their journey towards completing the GED.

### **Health Equity (updates by Yenny)**

#### **Success Story: Liliana's Journey to Mental Wellness**

- Liliana\* looked for mental health support by requesting individual therapy for the first time after feeling encouraged by a trusted individual that has also benefited from services at the library. Liliana has dedicated her life to her partner and children to create a home that reflects care, love, and support. However, she found herself feeling exhausted, crying more frequently, and experiencing conflicted feelings. She reported feeling hesitant to ask for support at the beginning of treatment and questioning if she would return to sessions after the first one. Liliana shared with a smile that she feels she made a good choice by deciding to engage in therapy and finds herself feeling more peace and less distress. Through therapy, Liliana has learned to be gentler and less judgmental toward herself. It is powerful to hear Liliana share that her relationships are changing as a result of her engagement in services, including her relationship with herself as this is the foundation of fostering other relationships. Liliana's journey underscores the powerful impact of accessing mental health services through the library, demonstrating how support can lead to profound personal growth and stronger connections with loved ones. *\*Names have been changed to protect identity.*

**Board Meeting Open Items**

- Patrons will now be charged for faxes to cover the library's cost. Faxes are now \$0.25 per page. IT Consultant configured the tower to charge for this service. The fee is posted in-house and on the website.
- The request to incorporate the new wireless sessions information into monthly statistics report is now reflected in the report.

**The Friends of the Highwood Public Library**

- Friends of the Highwood Public Library is working on stewardship of individual donors and key stakeholders, with an individualized mailing of the FY24 Annual Report.

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09/25/24

Accrual Basis

# Highwood Public Library & Community Center

## Balance Sheet w/Prior Month Comparison

### As of August 31, 2024

|   | Aug 31, 24          | Jul 31, 24          | \$ Change         | % Change        |
|---|---------------------|---------------------|-------------------|-----------------|
| <b>ASSETS</b>                                       |                     |                     |                   |                 |
| 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                        | 624.44              | 455.00              | 169.44            | 37.2%           |
| 10110.2 · Gift Cards-GEN Meal Assistance            | 500.00              | 1,075.00            | -575.00           | -53.5%          |
| 10110 · Gift Cards on Hand - Other                  | 0.00                | 169.44              | -169.44           | -100.0%         |
| <b>Total 10110 · Gift Cards on Hand</b>             | <b>1,124.44</b>     | <b>1,699.44</b>     | <b>-575.00</b>    | <b>-33.8%</b>   |
| 10130 · Nayax                                       | 9.08                | 32.31               | -23.23            | -71.9%          |
| 10201 · BOH General Fund Chk. (3563)                | 366,837.57          | 454,486.49          | -87,648.92        | -19.3%          |
| 10203 · BOH General Fund Money Market               | 419,718.38          | 425,284.60          | -5,566.22         | -1.3%           |
| 10206 · BOH Payroll Acct. Chk. (0133)               | 4,000.02            | 2,940.62            | 1,059.40          | 36.0%           |
| 10216 · IMET Capital Impr. Fund (8102)              | 4,034.10            | 4,016.72            | 17.38             | 0.4%            |
| 10221 · IMET Reserve Fund (8101)                    | 397,411.71          | 22,031.80           | 375,379.91        | 1,703.8%        |
| 10240 · BOH Convenience Fund Chk (2208)             | 1,941.33            | 3,000.00            | -1,058.67         | -35.3%          |
| <b>Total 10000 · CASH &amp; INVESTMENT ACCOUNTS</b> | <b>1,195,153.86</b> | <b>913,569.21</b>   | <b>281,584.65</b> | <b>30.8%</b>    |
| <b>Total Checking/Savings</b>                       | <b>1,195,153.86</b> | <b>913,569.21</b>   | <b>281,584.65</b> | <b>30.8%</b>    |
| 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%            |
| <b>Total Other Current Assets</b>                   | <b>323,171.32</b>   | <b>323,171.32</b>   | <b>0.00</b>       | <b>0.0%</b>     |
| <b>Total Current Assets</b>                         | <b>1,518,325.18</b> | <b>1,236,740.53</b> | <b>281,584.65</b> | <b>22.8%</b>    |
| <b>TOTAL ASSETS</b>                                 | <b>1,518,325.18</b> | <b>1,236,740.53</b> | <b>281,584.65</b> | <b>22.8%</b>    |
| <b>LIABILITIES &amp; EQUITY</b>                     |                     |                     |                   |                 |
| Liabilities   |                     |                     |                   |                 |
| Current Liabilities                                 |                     |                     |                   |                 |
| Accounts Payable                                    |                     |                     |                   |                 |
| 20000 · Accounts Payable                            | 378,163.51          | 13,901.53           | 364,261.98        | 2,620.3%        |
| <b>Total Accounts Payable</b>                       | <b>378,163.51</b>   | <b>13,901.53</b>    | <b>364,261.98</b> | <b>2,620.3%</b> |
| Other Current Liabilities                           |                     |                     |                   |                 |
| 22000 · Payroll Liabilities                         |                     |                     |                   |                 |
| 22100 · IMRF W/H Payable                            | 4,564.25            | 4,581.03            | -16.78            | -0.4%           |
| 22101 · Insurance Payable                           | 7,625.27            | 7,741.92            | -116.65           | -1.5%           |
| <b>Total 22000 · Payroll Liabilities</b>            | <b>12,189.52</b>    | <b>12,322.95</b>    | <b>-133.43</b>    | <b>-1.1%</b>    |
| 24000 · Deferred Property Taxes                     | 321,750.00          | 321,750.00          | 0.00              | 0.0%            |
| <b>Total Other Current Liabilities</b>              | <b>333,939.52</b>   | <b>334,072.95</b>   | <b>-133.43</b>    | <b>0.0%</b>     |
| <b>Total Current Liabilities</b>                    | <b>712,103.03</b>   | <b>347,974.48</b>   | <b>364,128.55</b> | <b>104.6%</b>   |
| <b>Total Liabilities</b>                            | <b>712,103.03</b>   | <b>347,974.48</b>   | <b>364,128.55</b> | <b>104.6%</b>   |
| Equity  |                     |                     |                   |                 |
| 32000 · Unrestricted Net Assets                     | 1,289,478.98        | 1,289,478.98        | 0.00              | 0.0%            |
| Net Income  | -483,256.83         | -400,712.93         | -82,543.90        | -20.6%          |
| <b>Total Equity</b>                                 | <b>806,222.15</b>   | <b>888,766.05</b>   | <b>-82,543.90</b> | <b>-9.3%</b>    |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>               | <b>1,518,325.18</b> | <b>1,236,740.53</b> | <b>281,584.65</b> | <b>22.8%</b>    |



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09/25/24

Accrual Basis

# Highwood Public Library & Community Center

## Profit & Loss YTD Budget vs. Actual

### May through August 2024

|   | May - Aug 24       | Budget              | \$ Over Budget       | % of Budget   |
|---|--------------------|---------------------|----------------------|---------------|
| <b>Ordinary Income/Expense</b>                  |                    |                     |                      |               |
| <b>Income</b>                                   |                    |                     |                      |               |
| <b>41000 · GENERAL REVENUES</b>                 |                    |                     |                      |               |
| 41100 · Tax Revenue - Lake County               | 175,437.99         | 321,750.00          | -146,312.01          | 54.5%         |
| 41200 · Tax Revenue - PPRT                      | 0.00               | 5,000.00            | -5,000.00            | 0.0%          |
| <b>41300 · Grants</b>                           |                    |                     |                      |               |
| 41305 · Per Capita Grant                        | 7,534.89           | 7,400.00            | 134.89               | 101.8%        |
| 41320 · Temp. Restricted Grant Programs         | 788,821.70         | 1,306,137.78        | -517,316.08          | 60.4%         |
| 41330 · Temp. Restricted Grant- Bldg            | -1,034,118.65      | 0.00                | -1,034,118.65        | 100.0%        |
| <b>Total 41300 · Grants</b>                     | <b>-237,762.06</b> | <b>1,313,537.78</b> | <b>-1,551,299.84</b> | <b>-18.1%</b> |
| 41400 · Interest & Dividends                    | 584.44             | 510.00              | 74.44                | 114.6%        |
| <b>Total 41000 · GENERAL REVENUES</b>           | <b>-61,739.63</b>  | <b>1,640,797.78</b> | <b>-1,702,537.41</b> | <b>-3.8%</b>  |
| <b>42000 · OPERATING REVENUES</b>               |                    |                     |                      |               |
| 42100 · Fines, Fees & Damaged Materials         | 98.10              | 0.00                | 98.10                | 100.0%        |
| 42300 · Book Sales                              | 209.00             | 0.00                | 209.00               | 100.0%        |
| 42600 · Photocopier                             | 722.38             | 1,800.00            | -1,077.62            | 40.1%         |
| <b>42900 · Gifts &amp; Donations</b>            |                    |                     |                      |               |
| 42900.1 · General Gifts & Donations             | 536.92             | 800.00              | -263.08              | 67.1%         |
| 42900.2 · Friends of the Library                | 2,000.00           | 5,937.00            | -3,937.00            | 33.7%         |
| <b>Total 42900 · Gifts &amp; Donations</b>      | <b>2,536.92</b>    | <b>6,737.00</b>     | <b>-4,200.08</b>     | <b>37.7%</b>  |
| <b>Total 42000 · OPERATING REVENUES</b>         | <b>3,566.40</b>    | <b>8,537.00</b>     | <b>-4,970.60</b>     | <b>41.8%</b>  |
| 49999 · Miscellaneous Income                    | 39.73              | 0.00                | 39.73                | 100.0%        |
| <b>Total Income</b>                             | <b>-58,133.50</b>  | <b>1,649,334.78</b> | <b>-1,707,468.28</b> | <b>-3.5%</b>  |
| <b>Expense</b>                                  |                    |                     |                      |               |
| <b>51000 · PERSONNEL &amp; BENEFITS</b>         |                    |                     |                      |               |
| 51100 · Wages & Salaries                        | 44,967.79          | 184,541.68          | -139,573.89          | 24.4%         |
| 51115 · IMRF Expense                            | 1,657.92           | 7,732.32            | -6,074.40            | 21.4%         |
| 51120 · Medical/Health Insurance                | 5,905.87           | 26,366.27           | -20,460.40           | 22.4%         |
| 51130 · Life Insurance                          | 47.01              | 288.29              | -241.28              | 16.3%         |
| 51140 · Employer FICA                           | 3,406.83           | 14,117.44           | -10,710.61           | 24.1%         |
| 51999 · Payroll Processing Fees                 | 785.60             | 2,542.40            | -1,756.80            | 30.9%         |
| <b>Total 51000 · PERSONNEL &amp; BENEFITS</b>   | <b>56,771.02</b>   | <b>235,588.40</b>   | <b>-178,817.38</b>   | <b>24.1%</b>  |
| <b>52000 · LIBRARY MATERIALS &amp; SUPPLIES</b> |                    |                     |                      |               |
| <b>52100 · Books, Fiction</b>                   |                    |                     |                      |               |
| 52100.1 · Books F - Adult                       | 792.09             | 4,000.00            | -3,207.91            | 19.8%         |
| 52100.2 · Books F - Children/Juvenile           | 590.88             | 2,500.00            | -1,909.12            | 23.6%         |
| 52100.3 · Books F - Young Adult                 | 522.04             | 1,500.00            | -977.96              | 34.8%         |
| 52100.4 · Books F - Spanish Adult               | 39.19              | 750.00              | -710.81              | 5.2%          |
| 52100.5 · Books F - Spanish Chld./Juv.          | 141.96             | 1,850.00            | -1,708.04            | 7.7%          |
| <b>Total 52100 · Books, Fiction</b>             | <b>2,086.16</b>    | <b>10,600.00</b>    | <b>-8,513.84</b>     | <b>19.7%</b>  |
| <b>52150 · Books, Non-Fiction</b>               |                    |                     |                      |               |
| 52150.1 · Books NF - Adult                      | 676.94             | 2,200.00            | -1,523.06            | 30.8%         |
| 52150.2 · Books NF - Children/Juvenile          | 496.33             | 2,700.00            | -2,203.67            | 18.4%         |
| 52150.4 · Books NF - Spanish                    | 102.46             | 1,000.00            | -897.54              | 10.2%         |
| <b>Total 52150 · Books, Non-Fiction</b>         | <b>1,275.73</b>    | <b>5,900.00</b>     | <b>-4,624.27</b>     | <b>21.6%</b>  |
| <b>52200 · A/V Materials</b>                    |                    |                     |                      |               |
| 52200.1 · A/V - Adult                           | 596.43             | 2,000.00            | -1,403.57            | 29.8%         |
| 52200.2 · A/V - Children/Juvenile               | 0.00               | 1,100.00            | -1,100.00            | 0.0%          |
| 52200.6 · A/V Games                             | 496.39             | 1,000.00            | -503.61              | 49.6%         |
| <b>Total 52200 · A/V Materials</b>              | <b>1,092.82</b>    | <b>4,100.00</b>     | <b>-3,007.18</b>     | <b>26.7%</b>  |
| <b>52350 · On-Line Resources</b>                |                    |                     |                      |               |
| 52350.3 · On-Line - Hoopla                      | 1,355.81           | 3,900.00            | -2,544.19            | 34.8%         |
| 52350.4 · On-Line - eRead                       | 850.00             | 650.00              | 200.00               | 130.8%        |

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09/25/24

Accrual Basis

## Highwood Public Library &amp; Community Center

## Profit &amp; Loss YTD Budget vs. Actual

May through August 2024

|   | May - Aug 24      | Budget              | \$ Over Budget     | % of Budget  |
|---|-------------------|---------------------|--------------------|--------------|
| 52350.5 · On-Line - Libby                               | 0.00              | 1,276.00            | -1,276.00          | 0.0%         |
| <b>Total 52350 · On-Line Resources</b>                  | <b>2,205.81</b>   | <b>5,826.00</b>     | <b>-3,620.19</b>   | <b>37.9%</b> |
| 52400 · Periodicals                                     |                   |                     |                    |              |
| 52400.1 · Periodicals - Adult                           | 2,651.08          | 3,600.00            | -948.92            | 73.6%        |
| 52400.3 · Periodicals - Subscription Svc                | 623.90            | 900.00              | -276.10            | 69.3%        |
| <b>Total 52400 · Periodicals</b>                        | <b>3,274.98</b>   | <b>4,500.00</b>     | <b>-1,225.02</b>   | <b>72.8%</b> |
| 52650 · Processing Supplies                             | 319.72            | 800.00              | -480.28            | 40.0%        |
| <b>Total 52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>   | <b>10,255.22</b>  | <b>31,726.00</b>    | <b>-21,470.78</b>  | <b>32.3%</b> |
| 53000 · PROGRAMMING                                     |                   |                     |                    |              |
| 53100 · Library Program Facilitators                    |                   |                     |                    |              |
| 53100.1 · Program Fac.-Adult                            | 0.00              | 500.00              | -500.00            | 0.0%         |
| 53100.2 · Program Fac- Young Adult                      | 0.00              | 600.00              | -600.00            | 0.0%         |
| 53100.3 · Program Fac- Child                            | 660.00            | 2,000.00            | -1,340.00          | 33.0%        |
| <b>Total 53100 · Library Program Facilitators</b>       | <b>660.00</b>     | <b>3,100.00</b>     | <b>-2,440.00</b>   | <b>21.3%</b> |
| 53200 · Program Supplies                                |                   |                     |                    |              |
| 53200.1 · Prog. Suppl. - Adult                          | 0.00              | 1,000.00            | -1,000.00          | 0.0%         |
| 53200.2 · Prog. Suppl. - Children                       | 1,964.90          | 2,600.00            | -635.10            | 75.6%        |
| 53200.3 · Prog. Suppl. - Young Adult                    | 824.37            | 1,000.00            | -175.63            | 82.4%        |
| <b>Total 53200 · Program Supplies</b>                   | <b>2,789.27</b>   | <b>4,600.00</b>     | <b>-1,810.73</b>   | <b>60.6%</b> |
| <b>Total 53000 · PROGRAMMING</b>                        | <b>3,449.27</b>   | <b>7,700.00</b>     | <b>-4,250.73</b>   | <b>44.8%</b> |
| 54000 · GRANT EXPENSES                                  |                   |                     |                    |              |
| 54110 · Contracted Services                             | 72,057.00         | 346,536.00          | -274,479.00        | 20.8%        |
| 54115 · Staff Development                               | 138.13            | 20,335.00           | -20,196.87         | 0.7%         |
| 54120 · Wages & Salaries                                | 177,401.84        | 646,975.53          | -469,573.69        | 27.4%        |
| 54125 · Bonuses/Overtime                                | 20,320.88         | 42,471.38           | -22,150.50         | 47.8%        |
| 54130 · Employer FICA                                   | 14,537.87         | 49,461.92           | -34,924.05         | 29.4%        |
| 54131 · IMRF Expense                                    | 8,069.35          | 28,240.09           | -20,170.74         | 28.6%        |
| 54132 · Medical/Dental Benefits                         | 21,552.89         | 85,356.74           | -63,803.85         | 25.3%        |
| 54135 · Grant Program Supplies                          | 9,124.08          | 58,150.00           | -49,025.92         | 15.7%        |
| 54155 · Travel Reimbursement                            | 0.00              | 300.00              | -300.00            | 0.0%         |
| 54185 · Grant Telecommunications                        | 210.45            | 1,674.00            | -1,463.55          | 12.6%        |
| 54196 · Liability/Property Insurance                    | 2,839.00          | 6,000.00            | -3,161.00          | 47.3%        |
| 54198 · Misc. Staffing Costs                            | 10,674.00         | 17,000.00           | -6,326.00          | 62.8%        |
| 54199 · Indirect Costs to Operations                    | 0.00              | 3,636.00            | -3,636.00          | 0.0%         |
| <b>Total 54000 · GRANT EXPENSES</b>                     | <b>336,925.49</b> | <b>1,306,136.66</b> | <b>-969,211.17</b> | <b>25.8%</b> |
| 55000 · GENERAL ADMINISTRATION                          |                   |                     |                    |              |
| 55100 · Library Board & Staff Expenses                  |                   |                     |                    |              |
| 55100.1 · Staff Development                             | 2,528.72          | 3,800.00            | -1,271.28          | 66.5%        |
| 55100.2 · Library Board Expense                         | 0.00              | 600.00              | -600.00            | 0.0%         |
| 55100.3 · Travel Reimbursement                          | 0.00              | 200.00              | -200.00            | 0.0%         |
| <b>Total 55100 · Library Board &amp; Staff Expenses</b> | <b>2,528.72</b>   | <b>4,600.00</b>     | <b>-2,071.28</b>   | <b>55.0%</b> |
| 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                                       | 0.00              | 725.00              | -725.00            | 0.0%         |
| 55200.5 · Hardware Purchases                            | 0.00              | 1,000.00            | -1,000.00          | 0.0%         |
| 55200.6 · Software                                      | 0.00              | 500.00              | -500.00            | 0.0%         |
| <b>Total 55200 · Technology</b>                         | <b>1,210.00</b>   | <b>5,225.00</b>     | <b>-4,015.00</b>   | <b>23.2%</b> |
| 55300 · Furniture & Equipment                           |                   |                     |                    |              |
| 55300.1 · Furniture Purchases                           | 0.00              | 300.00              | -300.00            | 0.0%         |
| 55300.3 · Equipment Purchases                           | 0.00              | 250.00              | -250.00            | 0.0%         |
| <b>Total 55300 · Furniture &amp; Equipment</b>          | <b>0.00</b>       | <b>550.00</b>       | <b>-550.00</b>     | <b>0.0%</b>  |
| 55400 · General Office/Administration                   |                   |                     |                    |              |

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Accrual Basis

# Highwood Public Library & Community Center

## Profit & Loss YTD Budget vs. Actual

### May through August 2024

|  | May - Aug 24       | Budget              | \$ Over Budget       | % of Budget            |
|--|--------------------|---------------------|----------------------|------------------------|
| 55400.2 · Office/Library Supplies                      | 2,322.94           | 6,263.15            | -3,940.21            | 37.1%                  |
| 55400.3 · Membership Dues/Fees                         | 874.00             | 1,785.00            | -911.00              | 49.0%                  |
| 55400.4 · Licensing Fees                               | 2,760.36           | 3,560.00            | -799.64              | 77.5%                  |
| 55400.5 · Postage & Shipping Fees                      | 0.00               | 300.00              | -300.00              | 0.0%                   |
| 55400.6 · Telecommunications/Internet                  | 1,061.17           | 3,696.00            | -2,634.83            | 28.7%                  |
| 55400.8 · Liability/Property Insurance                 | 0.00               | 11,646.00           | -11,646.00           | 0.0%                   |
| 55400.9 · Workers Compensation Insurance               | 0.00               | 3,100.00            | -3,100.00            | 0.0%                   |
| <b>Total 55400 · General Office/Administration</b>     | <b>7,018.47</b>    | <b>30,350.15</b>    | <b>-23,331.68</b>    | <b>23.1%</b>           |
| 55500 · Outreach & Public Relations                    |                    |                     |                      |                        |
| 55500.3 · Community Outreach/Relations                 | 500.00             | 500.00              | 0.00                 | 100.0%                 |
| 55500.7 · Newsletter                                   | 153.00             | 419.16              | -266.16              | 36.5%                  |
| <b>Total 55500 · Outreach &amp; Public Relations</b>   | <b>653.00</b>      | <b>919.16</b>       | <b>-266.16</b>       | <b>71.0%</b>           |
| 55600 · Bank/Svc. Fees & Fin. Charges                  |                    |                     |                      |                        |
| 55600.1 · Wire Transfers                               | 0.00               | 22.00               | -22.00               | 0.0%                   |
| 55600.2 · Payment Processing Fees                      | 35.76              | 0.00                | 35.76                | 100.0%                 |
| 55600.3 · Other Bank Fees                              | 0.00               | 20.00               | -20.00               | 0.0%                   |
| <b>Total 55600 · Bank/Svc. Fees &amp; Fin. Charges</b> | <b>35.76</b>       | <b>42.00</b>        | <b>-6.24</b>         | <b>85.1%</b>           |
| <b>Total 55000 · GENERAL ADMINISTRATION</b>            | <b>11,445.95</b>   | <b>41,686.31</b>    | <b>-30,240.36</b>    | <b>27.5%</b>           |
| 56000 · PROFESSIONAL/CONTRACT SERVICES                 |                    |                     |                      |                        |
| 56100 · Accounting Services                            | 2,650.00           | 2,650.00            | 0.00                 | 100.0%                 |
| 56150 · Audit Services                                 | 0.00               | 4,000.00            | -4,000.00            | 0.0%                   |
| 56200 · Cleaning Services                              | 2,000.00           | 6,000.00            | -4,000.00            | 33.3%                  |
| 56300 · IT/Computer Services                           | 0.00               | 6,000.00            | -6,000.00            | 0.0%                   |
| 56400 · Legal Services                                 | 0.00               | 500.00              | -500.00              | 0.0%                   |
| 56500 · Maintenance Services                           |                    |                     |                      |                        |
| 56500.1 · Maintenance Svcs. - Interior                 | 759.28             | 4,732.00            | -3,972.72            | 16.0%                  |
| 56500.2 · Maintenance Svcs. - Exterior                 | 460.00             | 1,800.00            | -1,340.00            | 25.6%                  |
| <b>Total 56500 · Maintenance Services</b>              | <b>1,219.28</b>    | <b>6,532.00</b>     | <b>-5,312.72</b>     | <b>18.7%</b>           |
| 56600 · Hiring Services                                | 407.10             | 815.00              | -407.90              | 50.0%                  |
| <b>Total 56000 · PROFESSIONAL/CONTRACT SERVICES</b>    | <b>6,276.38</b>    | <b>26,497.00</b>    | <b>-20,220.62</b>    | <b>23.7%</b>           |
| <b>Total Expense</b>                                   | <b>425,123.33</b>  | <b>1,649,334.37</b> | <b>-1,224,211.04</b> | <b>25.8%</b>           |
| <b>Net Ordinary Income</b>                             | <b>-483,256.83</b> | <b>0.41</b>         | <b>-483,257.24</b>   | <b>-117,867,519.5%</b> |
| <b>Net Income</b>                                      | <b>-483,256.83</b> | <b>0.41</b>         | <b>-483,257.24</b>   | <b>-117,867,519.5%</b> |

# Highwood Public Library & Community Center

## Profit & Loss w/Prior Month Comparison

### August 2024

|   | Aug 24    | Jul 24     | \$ Change   | % Change |
|---|-----------|------------|-------------|----------|
| <b>Ordinary Income/Expense</b>          |           |            |             |          |
| <b>Income</b>                           |           |            |             |          |
| 41000 · GENERAL REVENUES                |           |            |             |          |
| 41100 · Tax Revenue - Lake County       | 9,323.92  | 8,048.00   | 1,275.92    | 15.9%    |
| 41300 · Grants                          |           |            |             |          |
| 41320 · Temp. Restricted Grant Programs | 14,606.16 | 202,000.00 | -187,393.84 | -92.8%   |
| Total 41300 · Grants                    | 14,606.16 | 202,000.00 | -187,393.84 | -92.8%   |
| 41400 · Interest & Dividends            | 147.46    | 150.76     | -3.30       | -2.2%    |
| Total 41000 · GENERAL REVENUES          | 24,077.54 | 210,198.76 | -186,121.22 | -88.6%   |
| 42000 · OPERATING REVENUES              |           |            |             |          |
| 42100 · Fines, Fees & Damaged Materials | 0.00      | 98.10      | -98.10      | -100.0%  |
| 42300 · Book Sales                      | 29.00     | 180.00     | -151.00     | -83.9%   |
| 42600 · Photocopier                     | 79.30     | 606.42     | -527.12     | -86.9%   |
| 42900 · Gifts & Donations               |           |            |             |          |
| 42900.1 · General Gifts & Donations     | 25.13     | 473.93     | -448.80     | -94.7%   |
| Total 42900 · Gifts & Donations         | 25.13     | 473.93     | -448.80     | -94.7%   |
| Total 42000 · OPERATING REVENUES        | 133.43    | 1,358.45   | -1,225.02   | -90.2%   |
| 49999 · Miscellaneous Income            | 0.50      | 39.23      | -38.73      | -98.7%   |
| Total Income                            | 24,211.47 | 211,596.44 | -187,384.97 | -88.6%   |
| <b>Expense</b>                          |           |            |             |          |
| 51000 · PERSONNEL & BENEFITS            |           |            |             |          |
| 51100 · Wages & Salaries                | 12,827.86 | 12,516.44  | 311.42      | 2.5%     |
| 51115 · IMRF Expense                    | 493.06    | 492.22     | 0.84        | 0.2%     |
| 51120 · Medical/Health Insurance        | 1,654.48  | 1,654.48   | 0.00        | 0.0%     |
| 51125 · Dental Insurance                | 0.00      | 0.00       | 0.00        | 0.0%     |
| 51130 · Life Insurance                  | 5.33      | 5.33       | 0.00        | 0.0%     |
| 51135 · Vision Insurance                | 0.00      | 0.00       | 0.00        | 0.0%     |
| 51140 · Employer FICA                   | 941.10    | 917.24     | 23.86       | 2.6%     |
| 51999 · Payroll Processing Fees         | 219.20    | 128.00     | 91.20       | 71.3%    |
| Total 51000 · PERSONNEL & BENEFITS      | 16,141.03 | 15,713.71  | 427.32      | 2.7%     |
| 52000 · LIBRARY MATERIALS & SUPPLIES    |           |            |             |          |
| 52100 · Books, Fiction                  |           |            |             |          |
| 52100.1 · Books F - Adult               | 98.92     | 377.58     | -278.66     | -73.8%   |
| 52100.2 · Books F - Children/Juvenile   | 45.56     | -14.99     | 60.55       | 403.9%   |
| 52100.3 · Books F - Young Adult         | 112.37    | 135.25     | -22.88      | -16.9%   |
| 52100.4 · Books F - Spanish Adult       | 27.84     | 0.00       | 27.84       | 100.0%   |
| 52100.5 · Books F - Spanish Chld./Juv.  | 21.95     | 0.00       | 21.95       | 100.0%   |
| Total 52100 · Books, Fiction            | 306.64    | 497.84     | -191.20     | -38.4%   |
| 52150 · Books, Non-Fiction              |           |            |             |          |
| 52150.1 · Books NF - Adult              | 196.29    | 153.23     | 43.06       | 28.1%    |
| 52150.2 · Books NF - Children/Juvenile  | 113.31    | 108.34     | 4.97        | 4.6%     |
| 52150.4 · Books NF - Spanish            | 52.49     | 0.00       | 52.49       | 100.0%   |
| Total 52150 · Books, Non-Fiction        | 362.09    | 261.57     | 100.52      | 38.4%    |
| 52200 · A/V Materials                   |           |            |             |          |
| 52200.1 · A/V - Adult                   | 131.44    | 0.00       | 131.44      | 100.0%   |
| 52200.6 · A/V Games                     | 496.39    | 0.00       | 496.39      | 100.0%   |
| Total 52200 · A/V Materials             | 627.83    | 0.00       | 627.83      | 100.0%   |
| 52350 · On-Line Resources               |           |            |             |          |
| 52350.3 · On-Line - Hoopla              | 330.07    | 361.15     | -31.08      | -8.6%    |
| 52350.4 · On-Line - eRead               | 0.00      | 850.00     | -850.00     | -100.0%  |
| Total 52350 · On-Line Resources         | 330.07    | 1,211.15   | -881.08     | -72.8%   |
| 52400 · Periodicals                     |           |            |             |          |

# Highwood Public Library & Community Center

## Profit & Loss w/Prior Month Comparison

### August 2024

|  | Aug 24    | Jul 24    | \$ Change | % Change |
|--|-----------|-----------|-----------|----------|
| 52400.1 · Periodicals - Adult                | 1,019.15  | 1,028.92  | -9.77     | -1.0%    |
| Total 52400 · Periodicals                    | 1,019.15  | 1,028.92  | -9.77     | -1.0%    |
| 52650 · Processing Supplies                  | 83.35     | 189.98    | -106.63   | -56.1%   |
| Total 52000 · LIBRARY MATERIALS & SUPPLIES   | 2,729.13  | 3,189.46  | -460.33   | -14.4%   |
| 53000 · PROGRAMMING                          |           |           |           |          |
| 53100 · Library Program Facilitators         |           |           |           |          |
| 53100.3 · Program Fac- Child                 | 200.00    | 200.00    | 0.00      | 0.0%     |
| Total 53100 · Library Program Facilitators   | 200.00    | 200.00    | 0.00      | 0.0%     |
| 53200 · Program Supplies                     |           |           |           |          |
| 53200.2 · Prog. Suppl. - Children            | 137.90    | 390.31    | -252.41   | -64.7%   |
| 53200.3 · Prog. Suppl. - Young Adult         | 225.30    | 275.05    | -49.75    | -18.1%   |
| Total 53200 · Program Supplies               | 363.20    | 665.36    | -302.16   | -45.4%   |
| Total 53000 · PROGRAMMING                    | 563.20    | 865.36    | -302.16   | -34.9%   |
| 54000 · GRANT EXPENSES                       |           |           |           |          |
| 54110 · Contracted Services                  | 16,842.00 | 15,604.00 | 1,238.00  | 7.9%     |
| 54115 · Staff Development                    | 0.00      | 40.13     | -40.13    | -100.0%  |
| 54120 · Wages & Salaries                     | 44,469.43 | 43,974.38 | 495.05    | 1.1%     |
| 54130 · Employer FICA                        | 3,256.70  | 3,218.82  | 37.88     | 1.2%     |
| 54131 · IMRF Expense                         | 1,821.57  | 1,830.93  | -9.36     | -0.5%    |
| 54132 · Medical/Dental Benefits              | 5,170.50  | 5,170.50  | 0.00      | 0.0%     |
| 54135 · Grant Program Supplies               | 1,755.65  | 1,266.39  | 489.26    | 38.6%    |
| 54185 · Grant Telecommunications             | 0.00      | 139.46    | -139.46   | -100.0%  |
| 54198 · Misc. Staffing Costs                 | 10,674.00 | 0.00      | 10,674.00 | 100.0%   |
| Total 54000 · GRANT EXPENSES                 | 83,989.85 | 71,244.61 | 12,745.24 | 17.9%    |
| 55000 · GENERAL ADMINISTRATION               |           |           |           |          |
| 55100 · Library Board & Staff Expenses       |           |           |           |          |
| 55100.1 · Staff Development                  | 0.00      | 399.19    | -399.19   | -100.0%  |
| Total 55100 · Library Board & Staff Expenses | 0.00      | 399.19    | -399.19   | -100.0%  |
| 55200 · Technology                           |           |           |           |          |
| 55200.1 · Circulation System (ILS)           | 1,210.00  | 0.00      | 1,210.00  | 100.0%   |
| Total 55200 · Technology                     | 1,210.00  | 0.00      | 1,210.00  | 100.0%   |
| 55400 · General Office/Administration        |           |           |           |          |
| 55400.2 · Office/Library Supplies            | 617.85    | 627.31    | -9.46     | -1.5%    |
| 55400.3 · Membership Dues/Fees               | 139.00    | 650.00    | -511.00   | -78.6%   |
| 55400.4 · Licensing Fees                     | 445.00    | 586.04    | -141.04   | -24.1%   |
| 55400.6 · Telecommunications/Internet        | 45.54     | 460.08    | -414.54   | -90.1%   |
| Total 55400 · General Office/Administration  | 1,247.39  | 2,323.43  | -1,076.04 | -46.3%   |
| 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            | 4.72      | 13.14     | -8.42     | -64.1%   |
| Total 55600 · Bank/Svc. Fees & Fin. Charges  | 4.72      | 13.14     | -8.42     | -64.1%   |
| Total 55000 · GENERAL ADMINISTRATION         | 2,500.36  | 2,774.01  | -273.65   | -9.9%    |
| 56000 · PROFESSIONAL/CONTRACT SERVICES       |           |           |           |          |
| 56200 · Cleaning Services                    | 500.00    | 500.00    | 0.00      | 0.0%     |
| 56500 · Maintenance Services                 |           |           |           |          |
| 56500.1 · Maintenance Svcs. - Interior       | 131.80    | 0.00      | 131.80    | 100.0%   |
| 56500.2 · Maintenance Svcs. - Exterior       | 100.00    | 100.00    | 0.00      | 0.0%     |

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Accrual Basis

# Highwood Public Library & Community Center

## Profit & Loss w/Prior Month Comparison

### August 2024

|  | Aug 24            | Jul 24            | \$ Change          | % Change       |
|--|-------------------|-------------------|--------------------|----------------|
| Total 56500 · Maintenance Services           | 231.80            | 100.00            | 131.80             | 131.8%         |
| 56600 · Hiring Services                      | 100.00            | 72.10             | 27.90              | 38.7%          |
| Total 56000 · PROFESSIONAL/CONTRACT SERVICES | 831.80            | 672.10            | 159.70             | 23.8%          |
| Total Expense                                | 106,755.37        | 94,459.25         | 12,296.12          | 13.0%          |
| Net Ordinary Income                          | -82,543.90        | 117,137.19        | -199,681.09        | -170.5%        |
| Net Income                                   | <b>-82,543.90</b> | <b>117,137.19</b> | <b>-199,681.09</b> | <b>-170.5%</b> |

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# Highwood Public Library & Community Center Check Detail

August 26 through September 25, 2024

| Type                   | Num               | Date              | Name  | Memo  | Account   | Original Amount                           |
|------------------------|-------------------|-------------------|---|---|---|---|
| <b>Bill Pmt -Check</b> | <b>ACH</b>        | <b>08/27/2024</b> | <b>Illinois Dept. of Employment Security</b>                        | <b>Q2 Unemployment Expense</b>  | <b>10201 · BOH General Fund Chk. (3563)</b>   | <b>-10,674.00</b>                         |
| Bill                   | 61385348X4        | 08/07/2024        | NorthShore University HealthSystem<br>The Grainger Foundation Grant | Q2 Unemployment Expense<br>Q2 Unemployment Expense  | 54198 · Misc. Staffing Costs<br>54198 · Misc. Staffing Costs  | 6,523.00<br>4,151.00                      |
| TOTAL                  |                   |                   |   |   |   | 10,674.00                                 |
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>Amazon.com</b>   |   | <b>10240 · BOH Convenience Fund Chk (22...</b>  | <b>-1,468.20</b>                          |
| Bill                   | 1132495366...     | 08/01/2024        |   | Books NF - Children/Juvenile  | 52150.2 · Books NF - Children/Juvenile  | 31.75                                     |
| Bill                   | 1131400344...     | 08/01/2024        |   | Books F - Young Adult   | 52100.3 · Books F - Young Adult   | 28.91                                     |
| Bill                   | 1132994084...     | 08/02/2024        |   | Books NF - Children/Juvenile  | 52150.2 · Books NF - Children/Juvenile  | 81.56                                     |
| Bill                   | 1132977462...     | 08/02/2024        |   | Books F - Young Adult   | 52100.3 · Books F - Young Adult   | 83.46                                     |
| Bill                   | 1132241269...     | 08/04/2024        |   | YA Program Supplies   | 53200.3 · Prog. Suppl. - Young Adult  | 31.98                                     |
| Bill                   | 1139426048...     | 08/04/2024        |   | Books F - Spanish Chld./Juv.  | 52100.5 · Books F - Spanish Chld./Juv.  | 21.95                                     |
| Bill                   | 1134517004...     | 08/07/2024        |   | Letter Patches & Iron-Ons   | 53200.3 · Prog. Suppl. - Young Adult  | 96.89                                     |
| Bill                   | 1130659062...     | 08/07/2024        |   | YA Video Games  | 52200.6 · A/V Games   | 28.75                                     |
| Bill                   | 1138921792...     | 08/07/2024        |   | YA Video Games  | 52200.6 · A/V Games   | 169.31                                    |
| Bill                   | 1131904411...     | 08/07/2024        |   | YA Video Games  | 52200.6 · A/V Games   | 298.33                                    |
| Bill                   | 1135872847...     | 08/13/2024        |   | YA Sensory Toys   | 53200.3 · Prog. Suppl. - Young Adult  | 63.95                                     |
| Bill                   | 1111391148...     | 08/16/2024        |   | Dry Erase Markers, Batteries, Desk Organizer  | 55400.2 · Office/Library Supplies   | 59.07                                     |
| Bill                   | 1119220729...     | 08/16/2024        |   | Outreach Program Supplies   | 53200.2 · Prog. Suppl. - Children   | 47.96                                     |
| Bill                   | 1115840816...     | 08/21/2024        |   | Label Maker   | 55400.2 · Office/Library Supplies   | 24.99                                     |
| Bill                   | 1118048232...     | 08/22/2024        |   | Outreach Program Supplies   | 53200.2 · Prog. Suppl. - Children   | 60.96                                     |
| Bill                   | D011317149...     | 08/24/2024        |   | Amazon Prime Annual Membership Fee 08/24/24-08/23/25  | 55400.3 · Membership Dues/Fees  | 139.00                                    |
| Bill                   | 1115874996...     | 08/25/2024        |   | Electric Pencil Sharpener   | 55400.2 · Office/Library Supplies   | 46.09                                     |
| Bill                   | 1133877951...     | 08/25/2024        |   | Lego Racecar Model  | 53200.2 · Prog. Suppl. - Children   | 15.99                                     |
| Bill                   | 1116330502...     | 08/27/2024        |   | Batteries   | 55400.2 · Office/Library Supplies   | 55.92                                     |
| Bill                   | 1139124852...     | 08/27/2024        |   | Extension Cable   | 55400.2 · Office/Library Supplies   | 9.46                                      |
| Bill                   | 1130859095...     | 08/28/2024        |   | Makerspace Supplies   | 53200.3 · Prog. Suppl. - Young Adult  | 19.99                                     |
| Bill                   | 1115744778...     | 08/29/2024        |   | Goo Gone  | 55400.2 · Office/Library Supplies   | 31.42                                     |
| Bill                   | 1134791406...     | 08/29/2024        |   | Microfiber Cloths   | 55400.2 · Office/Library Supplies   | 9.95                                      |
| Bill                   | 1137975005...     | 08/30/2024        |   | Disc Cleaner  | 55400.2 · Office/Library Supplies   | 18.90                                     |
| TOTAL                  |                   |                   |   |   |   | 1,476.54                                  |
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>Clear Investigative Advantage</b>                                | <b>July Background Checks</b>   | <b>10240 · BOH Convenience Fund Chk (22...</b>  | <b>-72.10</b>                             |
| Bill                   | 185331            | 07/31/2024        |   | July Background Checks  | 56600 · Hiring Services   | 72.10                                     |
| TOTAL                  |                   |                   |   |   |   | 72.10                                     |
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>Comcast</b>  | <b>Telecom Services for 7/16-8/15/24</b>  | <b>10240 · BOH Convenience Fund Chk (22...</b>  | <b>-132.95</b>                            |
| Bill                   | 07102024          | 07/10/2024        |   | Telecom Services for 7/16-8/15/24   | 55400.6 · Telecommunications/Internet   | 132.95                                    |
| TOTAL                  |                   |                   |   |   |   | 132.95                                    |
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>Costco</b>   | <b>Supplies Purchase</b>  | <b>10240 · BOH Convenience Fund Chk (22...</b>  | <b>-165.26</b>                            |
| Bill                   | 08222024          | 08/22/2024        | NorthShore University HealthSystem                                  | Children's Movie Supplies<br>HE Supplies<br>Children's Early Readers<br>Office/Cleaning Supplies<br>YA Program Supplies | 53200.2 · Prog. Suppl. - Children<br>54135 · Grant Program Supplies<br>52100.2 · Books F - Children/Juvenile<br>55400.2 · Office/Library Supplies<br>53200.3 · Prog. Suppl. - Young Adult | 12.99<br>59.45<br>45.56<br>34.77<br>12.49 |
| TOTAL                  |                   |                   |   |   |   | 165.26                                    |

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# Highwood Public Library & Community Center Check Detail

August 26 through September 25, 2024

| Type                   | Num               | Date              | Name                                | Memo   | Account  | Original Amount |
|------------------------|-------------------|-------------------|-------------------------------------|--|--|-----------------|
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>Google</b>                       |  | <b>10240 · BOH Convenience Fund Chk (22...</b> | <b>-521.00</b>  |
| Bill                   | 5030720916        | 07/31/2024        |                                     | Google Workspace for July                                      | 55400.4 · Licensing Fees                       | 451.04          |
| Bill                   | 5042255294        | 07/31/2024        | NorthShore University HealthSystem  | Google Telecom for July  | 54185 · Grant Telecommunications               | 69.96           |
| TOTAL                  |                   |                   |                                     |  |  | 521.00          |
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>Illinois Library Association</b> | <b>Circulation Assistant Job Posting Fee</b>                   | <b>10240 · BOH Convenience Fund Chk (22...</b> | <b>-100.00</b>  |
| Bill                   | 08062024          | 08/06/2024        |                                     | Circulation Assistant Job Posting Fee                          | 56600 · Hiring Services                        | 100.00          |
| TOTAL                  |                   |                   |                                     |  |  | 100.00          |
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>Jewel</b>                        |  | <b>10240 · BOH Convenience Fund Chk (22...</b> | <b>-126.85</b>  |
| Bill                   | 08012024          | 08/01/2024        | NorthShore University HealthSystem  | Charlas Supplies   | 54135 · Grant Program Supplies                 | 32.37           |
| Bill                   | 08082024          | 08/08/2024        | NorthShore University HealthSystem  | Charlas Supplies   | 54135 · Grant Program Supplies                 | 26.99           |
| Bill                   | 08152024          | 08/15/2024        | NorthShore University HealthSystem  | Staff Meeting Supplies   | 54135 · Grant Program Supplies                 | 20.26           |
| Bill                   | 08152024-2        | 08/15/2024        | NorthShore University HealthSystem  | Charlas Supplies   | 54135 · Grant Program Supplies                 | 24.87           |
| Bill                   | 08222024          | 08/22/2024        | NorthShore University HealthSystem  | Charlas Supplies   | 54135 · Grant Program Supplies                 | 22.36           |
| TOTAL                  |                   |                   |                                     |  |  | 126.85          |
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>La Union Supermarket</b>         | <b>Meeting Supplies</b>  | <b>10240 · BOH Convenience Fund Chk (22...</b> | <b>-9.81</b>    |
| Bill                   | 08302024          | 08/30/2024        | NorthShore University HealthSystem  | Meeting Supplies   | 54135 · Grant Program Supplies                 | 9.81            |
| TOTAL                  |                   |                   |                                     |  |  | 9.81            |
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>LaForce</b>                      | <b>Keys</b>  | <b>10240 · BOH Convenience Fund Chk (22...</b> | <b>-198.00</b>  |
| Bill                   | 504433QU          | 08/01/2024        |                                     | Keys   | 55400.2 · Office/Library Supplies              | 198.00          |
| TOTAL                  |                   |                   |                                     |  |  | 198.00          |
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>Mailchimp</b>                    | <b>Monthly Subscription 08/12-09/11/24</b>                     | <b>10240 · BOH Convenience Fund Chk (22...</b> | <b>-38.25</b>   |
| Bill                   | MC14604722        | 08/12/2024        |                                     | Monthly Subscription 08/12-09/11/24                            | 55500.7 · Newsletter                           | 38.25           |
| TOTAL                  |                   |                   |                                     |  |  | 38.25           |
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>Simple Practice</b>              | <b>Appointment Scheduler for 8/3-9/3/24</b>                    | <b>10240 · BOH Convenience Fund Chk (22...</b> | <b>-276.00</b>  |
| Bill                   | 724EA5F5-0...     | 08/03/2024        | NorthShore University HealthSystem  | Appointment Scheduler for 8/3-9/3/24                           | 54135 · Grant Program Supplies                 | 276.00          |
| TOTAL                  |                   |                   |                                     |  |  | 276.00          |
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>Streamyard, Inc.</b>             | <b>Streaming Subscription 8/14/24-8/14/25 - to be refunded</b> | <b>10240 · BOH Convenience Fund Chk (22...</b> | <b>-240.00</b>  |
| Bill                   | 7FF078FA-0...     | 08/15/2024        | NorthShore University HealthSystem  | Streaming Subscription 8/14/24-8/14/25 - to be refunded        | 54135 · Grant Program Supplies                 | 240.00          |
| TOTAL                  |                   |                   |                                     |  |  | 240.00          |
| <b>Bill Pmt -Check</b> | <b>Debit Card</b> | <b>08/30/2024</b> | <b>Target</b>                       | <b>Staff Meeting Supplies</b>                                  | <b>10240 · BOH Convenience Fund Chk (22...</b> | <b>-51.53</b>   |
| Bill                   | 08152024          | 08/15/2024        | NorthShore University HealthSystem  | Staff Meeting Supplies   | 54135 · Grant Program Supplies                 | 51.53           |
| TOTAL                  |                   |                   |                                     |  |  | 51.53           |



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**Highwood Public Library & Community Center**  
**Check Detail**  
**August 26 through September 25, 2024**

| Type            | Num        | Date       | Name   | Memo   | Account  | Original Amount                  |
|-----------------|------------|------------|--|--|--|----------------------------------|
| Bill Pmt -Check | Debit Card | 08/30/2024 | The Wall Street Journal  | Wall Street Journal Subscription 6-9/24  | 10240 · BOH Convenience Fund Chk (22...  | -194.97                          |
| Bill            | 08192024   | 08/19/2024 |  | Wall Street Journal Subscription 6-9/24  | 52400.1 · Periodicals - Adult  | 194.97                           |
| TOTAL           |            |            |  |  |  | 194.97                           |
| Bill Pmt -Check | Debit Card | 08/30/2024 | Vivint, Inc.   | Smart Home Service 8/16-9/15/24  | 10240 · BOH Convenience Fund Chk (22...  | -20.80                           |
| Bill            | 196819649  | 08/16/2024 |  | Smart Home Service 8/16-9/15/24  | 56500.1 · Maintenance Svcs. - Interior   | 20.80                            |
| TOTAL           |            |            |  |  |  | 20.80                            |
| Bill Pmt -Check | Debit Card | 08/30/2024 | Zumba  | Instructor Membership for August 2024  | 10240 · BOH Convenience Fund Chk (22...  | -43.94                           |
| Bill            | 08212024   | 08/21/2024 | NorthShore University HealthSystem   | Instructor Membership for August 2024  | 54135 · Grant Program Supplies   | 43.94                            |
| TOTAL           |            |            |  |  |  | 43.94                            |
| Bill Pmt -Check | EFT        | 08/31/2024 | Nayax Billing Services   | Monthly Service Fee for July   | 10130 · Nayax  | -8.95                            |
| Bill            | 2912963    | 07/31/2024 |  | Monthly Service Fee for July   | 55600.2 · Payment Processing Fees  | 8.95                             |
| TOTAL           |            |            |  |  |  | 8.95                             |
| Bill Pmt -Check | 3045       | 09/24/2024 | Associated Bank  | FOR DEPOSIT TO IMET CONVENIENCE FUND #221 323 0184   | 10201 · BOH General Fund Chk. (3563)   | -375,284.60                      |
| Bill            | 08302024   | 08/30/2024 |  | FOR DEPOSIT TO IMET CONVENIENCE FUND #221 323 0184   | 10221 · IMET Reserve Fund (8101)   | 375,284.60                       |
| TOTAL           |            |            |  |  |  | 375,284.60                       |
| Bill Pmt -Check | 3046       | 09/24/2024 | Avila, Yenny   | Supplies Reimbursement   | 10201 · BOH General Fund Chk. (3563)   | -114.62                          |
| Bill            | 08302024   | 08/30/2024 | NorthShore University HealthSystem<br>NorthShore University HealthSystem<br>NorthShore University HealthSystem<br>NorthShore University HealthSystem | Meeting Supplies Reimbursement<br>Outreach Supplies Reimbursement<br>Conference Parking Reimbursement<br>Outreach Supplies Reimbursement | 54135 · Grant Program Supplies<br>54135 · Grant Program Supplies<br>54135 · Grant Program Supplies<br>54135 · Grant Program Supplies | 50.00<br>14.91<br>30.00<br>19.71 |
| TOTAL           |            |            |  |  |  | 114.62                           |
| Bill Pmt -Check | 3047       | 09/24/2024 | Baker & Taylor   | Acct. #L425431 - Library Materials   | 10201 · BOH General Fund Chk. (3563)   | -1,001.79                        |
| Bill            | 2038450081 | 07/31/2024 |  | Books F - Adult  | 52100.1 · Books F - Adult  | 278.98                           |
| Bill            | 2038450531 | 07/31/2024 |  | Processing Supplies  | 52650 · Processing Supplies  | 22.99                            |
| Bill            | H69805140  | 08/02/2024 |  | Books NF - Adult   | 52150.1 · Books NF - Adult   | 138.04                           |
| Bill            | 2038465195 | 08/06/2024 |  | Processing Supplies  | 52650 · Processing Supplies  | 10.14                            |
| Bill            | 2038461034 | 08/12/2024 |  | A/V - Adult  | 52200.1 · A/V - Adult  | 57.25                            |
| Bill            | 2038461035 | 08/12/2024 |  | Books NF - Adult   | 52150.1 · Books NF - Adult   | 177.11                           |
| Bill            | H69864850  | 08/12/2024 |  | Processing Supplies  | 52650 · Processing Supplies  | 13.04                            |
| Bill            | 2038483274 | 08/19/2024 |  | Books NF - Adult   | 52150.1 · Books NF - Adult   | 19.18                            |
| Bill            | H69962640  | 08/19/2024 |  | Processing Supplies  | 52650 · Processing Supplies  | 1.45                             |
| Bill            | 2038485876 | 08/20/2024 |  | Books NF - Spanish   | 52150.4 · Books NF - Spanish   | 52.49                            |
| Bill            | H70120010  | 09/04/2024 |  | Processing Supplies  | 52650 · Processing Supplies  | 0.59                             |
| Bill            |            |            |  | A/V - Adult  | 52200.1 · A/V - Adult  | 25.71                            |
| Bill            |            |            |  | Books F - Spanish Adult  | 52100.4 · Books F - Spanish Adult  | 27.84                            |
| Bill            |            |            |  | Processing Supplies  | 52650 · Processing Supplies  | 0.56                             |
| Bill            |            |            |  | A/V - Adult  | 52200.1 · A/V - Adult  | 48.48                            |
| Bill            |            |            |  | Books F - Adult  | 52100.1 · Books F - Adult  | 98.92                            |
| Bill            |            |            |  | Processing Supplies  | 52650 · Processing Supplies  | 9.19                             |
| Bill            |            |            |  | A/V - Adult  | 52200.1 · A/V - Adult  | 19.83                            |
| TOTAL           |            |            |  |  |  | 1,001.79                         |

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# Highwood Public Library & Community Center Check Detail

August 26 through September 25, 2024

| Type            | Num             | Date       | Name   | Memo   | Account  | Original Amount  |
|-----------------|-----------------|------------|--|--|--|--|
| Bill Pmt -Check | 3048            | 09/24/2024 | Biblionix  | Apollo Subscription 9/22/24-9/21/25  | 10201 · BOH General Fund Chk. (3563)   | -1,210.00  |
| Bill            | 10342           | 08/19/2024 |  | Apollo Subscription 9/22/24-9/21/25  | 55200.1 · Circulation System (ILS)   | 1,210.00   |
| TOTAL           |                 |            |  |  |  | 1,210.00   |
| Bill Pmt -Check | 3049            | 09/24/2024 | Brito, Carolina  | September Counseling Services  | 10201 · BOH General Fund Chk. (3563)   | -1,824.00  |
| Bill            | 09012024        | 09/01/2024 | NorthShore University HealthSystem   | September Counseling Services  | 54110 · Contracted Services  | 1,824.00   |
| TOTAL           |                 |            |  |  |  | 1,824.00   |
| Bill Pmt -Check | 3050            | 09/24/2024 | Chicago Tribune  | Acct 70179192: Chicago Tribune Subscription through 3/26/25  | 10201 · BOH General Fund Chk. (3563)   | -714.74  |
| Bill            | 08212024        | 08/21/2024 |  | Acct 70179192: Chicago Tribune Subscription through 3/26/25  | 52400.1 · Periodicals - Adult  | 714.74   |
| TOTAL           |                 |            |  |  |  | 714.74   |
| Bill Pmt -Check | 3051            | 09/24/2024 | Christ Our Hope Parish   | 9/16/24 Hispanic Heritage Month Class  | 10201 · BOH General Fund Chk. (3563)   | -200.00  |
| Bill            | 240719          | 08/20/2024 |  | 9/16/24 Hispanic Heritage Month Class  | 53100.3 · Program Fac- Child   | 200.00   |
| TOTAL           |                 |            |  |  |  | 200.00   |
| Bill Pmt -Check | 3052            | 09/24/2024 | City of Highwood.  |  | 10201 · BOH General Fund Chk. (3563)   | -24,838.18   |
| Bill            | 2024-Septem...  | 09/04/2024 | IL State Library PNG<br>NorthShore University HealthSystem<br>Lake County<br>The Grainger Foundation Grant | September 2024 Medical/Health Insurance<br>September 2024 Medical/Health Insurance<br>September 2024 Medical/Health Insurance<br>September 2024 Medical/Health Insurance<br>September 2024 Medical/Health Insurance<br>September 2024 Medical/Health Insurance<br>September 2024 Medical/Health Insurance<br>September 2024 Medical/Health Insurance<br>September 2024 Medical/Health Insurance<br>Legal Fee Reimbursement | 54132 · Medical/Dental Benefits<br>54132 · Medical/Dental Benefits<br>54132 · Medical/Dental Benefits<br>54132 · Medical/Dental Benefits<br>51120 · Medical/Health Insurance<br>51125 · Dental Insurance<br>51135 · Vision Insurance<br>51130 · Life Insurance<br>56400 · Legal Services   | 159.31<br>7,040.03<br>94.40<br>565.07<br>1,445.90<br>54.58<br>7.49<br>4.20<br>1,531.90 |
| Bill            | 2024-KTJ        | 09/24/2024 |  | October 2024 Medical/Health Insurance  | 54132 · Medical/Dental Benefits  | 159.31   |
| Bill            | 2024-October    | 10/01/2024 | IL State Library PNG<br>NorthShore University HealthSystem<br>Lake County<br>The Grainger Foundation Grant | October 2024 Medical/Health Insurance<br>October 2024 Medical/Health Insurance<br>October 2024 Medical/Health Insurance<br>October 2024 Medical/Health Insurance<br>October 2024 Medical/Health Insurance<br>October 2024 Medical/Health Insurance<br>October 2024 Medical/Health Insurance<br>October 2024 Medical/Health Insurance<br>October 2024 Medical/Health Insurance<br>October 2024 Medical/Health Insurance     | 54132 · Medical/Dental Benefits<br>54132 · Medical/Dental Benefits<br>54132 · Medical/Dental Benefits<br>54132 · Medical/Dental Benefits<br>51120 · Medical/Health Insurance<br>51125 · Dental Insurance<br>51135 · Vision Insurance<br>51130 · Life Insurance<br>22100 · IMRF W/H Payable | 7,040.03<br>94.40<br>565.07<br>1,445.90<br>54.58<br>7.49<br>4.20<br>4,564.32           |
| Bill            | August 2024 ... | 10/01/2024 |  | IMRF Payment for August 2024   |  |  |
| TOTAL           |                 |            |  |  |  | 24,838.18  |
| Bill Pmt -Check | 3053            | 09/24/2024 | Consuelo, Inc.   | Therapy Services for September   | 10201 · BOH General Fund Chk. (3563)   | -1,200.00  |
| Bill            | 1039            | 09/12/2024 | NorthShore University HealthSystem   | Therapy Services for September   | 54110 · Contracted Services  | 1,200.00   |
| TOTAL           |                 |            |  |  |  | 1,200.00   |
| Bill Pmt -Check | 3054            | 09/24/2024 | Demco  | Label Lock   | 10201 · BOH General Fund Chk. (3563)   | -58.52   |
| Bill            | 4242048800      | 08/29/2024 |  | Label Lock   | 52650 · Processing Supplies  | 58.52  |
| TOTAL           |                 |            |  |  |  | 58.52  |

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# Highwood Public Library & Community Center

## Check Detail

### August 26 through September 25, 2024

| Type            | Num       | Date       | Name   | Memo   | Account  | Original Amount   |
|-----------------|-----------|------------|--|--|--|---|
| Bill Pmt -Check | 3055      | 09/24/2024 | Esscoe   | Annual Fire Inspection Service   | 10201 · BOH General Fund Chk. (3563)   | -538.32   |
| Bill            | 67756     | 09/01/2024 |  | Annual Fire Inspection Service   | 56500.1 · Maintenance Svcs. - Interior   | 538.32  |
| TOTAL           |           |            |  |  |  | 538.32  |
| Bill Pmt -Check | 3056      | 09/24/2024 | Forvis LLP   | 3rd Progress Billing - FY23 Audit  | 10201 · BOH General Fund Chk. (3563)   | -8,747.00   |
| Bill            | 2205562   | 09/09/2024 | NorthShore University HealthSystem   | 3rd Progress Billing - FY23 Audit<br>3rd Progress Billing - FY23 Audit   | 54110 · Contracted Services<br>56150 · Audit Services  | 4,747.00<br>4,000.00  |
| TOTAL           |           |            |  |  |  | 8,747.00  |
| Bill Pmt -Check | 3057      | 09/24/2024 | Highwood Rec Center  | Zumba Basement Fee - August  | 10201 · BOH General Fund Chk. (3563)   | -140.00   |
| Bill            | 40661     | 08/30/2024 | NorthShore University HealthSystem   | Zumba Basement Fee - August  | 54135 · Grant Program Supplies   | 140.00  |
| TOTAL           |           |            |  |  |  | 140.00  |
| Bill Pmt -Check | 3058      | 09/24/2024 | Hollis, Anthony  | September Lawn care  | 10201 · BOH General Fund Chk. (3563)   | -50.00  |
| Bill            | 09012024  | 09/01/2024 |  | September Lawn care  | 56500.2 · Maintenance Svcs. - Exterior   | 50.00   |
| TOTAL           |           |            |  |  |  | 50.00   |
| Bill Pmt -Check | 3059      | 09/24/2024 | Hoopla   | August 2024 Usage  | 10201 · BOH General Fund Chk. (3563)   | -330.07   |
| Bill            | 505985067 | 08/31/2024 |  | August 2024 Usage  | 52350.3 · On-Line - Hoopla   | 330.07  |
| TOTAL           |           |            |  |  |  | 330.07  |
| Bill Pmt -Check | 3060      | 09/24/2024 | Knutson, Jim   | Tech Services for May - August 2024 & Supplies Reimbursement   | 10201 · BOH General Fund Chk. (3563)   | -2,275.25   |
| Bill            | 09172024  | 09/17/2024 | NorthShore University HealthSystem<br>NorthShore University HealthSystem<br>NorthShore University HealthSystem<br>NorthShore University HealthSystem | Tech Services for May<br>Tech Services for June<br>Tech Services for July<br>Tech Services for August<br>Camera Supplies Reimbursement<br>Job Posting Fee Reimbursement<br>Konica Toner Reimbursement<br>Staff Computer Webcam Replacement | 54110 · Contracted Services<br>54110 · Contracted Services<br>54110 · Contracted Services<br>54110 · Contracted Services<br>55200.5 · Hardware Purchases<br>56600 · Hiring Services<br>55400.5 · Postage & Shipping Fees<br>55200.5 · Hardware Purchases | 373.80<br>501.00<br>390.00<br>411.00<br>229.99<br>200.00<br>131.99<br>37.47 |
| TOTAL           |           |            |  |  |  | 2,275.25  |
| Bill Pmt -Check | 3061      | 09/24/2024 | Lomeli, Itzayana Rocio Gonzalez  | September Community Health Education & Engagement  | 10201 · BOH General Fund Chk. (3563)   | -1,560.00   |
| Bill            | 09102024  | 09/10/2024 | NorthShore University HealthSystem   | September Community Health Education & Engagement  | 54110 · Contracted Services  | 1,560.00  |
| TOTAL           |           |            |  |  |  | 1,560.00  |
| Bill Pmt -Check | 3062      | 09/24/2024 | Mata, Khiabet  | Health Equity Case Managesment Services for September 2024   | 10201 · BOH General Fund Chk. (3563)   | -766.55   |
| Bill            | 002       | 09/07/2024 | NorthShore University HealthSystem   | Health Equity Case Managesment Services for September 2024   | 54110 · Contracted Services  | 766.55  |
| TOTAL           |           |            |  |  |  | 766.55  |

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09/25/24

# Highwood Public Library & Community Center Check Detail

August 26 through September 25, 2024

| Type            | Num      | Date       | Name                               | Memo   | Account                               | Original Amount |
|-----------------|----------|------------|------------------------------------|--|---------------------------------------|-----------------|
| Bill Pmt -Check | 3063     | 09/24/2024 | National Heat & Power Corp.        | 9/6/24 HVAC Disconnect Power Trace                       | 10201 · BOH General Fund Chk. (3563)  | -665.00         |
| Bill            | 30487    | 09/10/2024 | NorthShore University HealthSystem | 9/6/24 HVAC Disconnect Power Trace                       | 54110 · Contracted Services           | 665.00          |
| TOTAL           |          |            |                                    |  |                                       | 665.00          |
| Bill Pmt -Check | 3064     | 09/24/2024 | NEWS-SUN                           | Subscription Renewal through 11/26/24 - Account 43940044 | 10201 · BOH General Fund Chk. (3563)  | -109.44         |
| Bill            | 08272024 | 08/27/2024 |                                    | Subscription Renewal through 11/26/24 - Account 43940044 | 52400.1 · Periodicals - Adult         | 109.44          |
| TOTAL           |          |            |                                    |  |                                       | 109.44          |
| Bill Pmt -Check | 3065     | 09/24/2024 | Quill                              | Acct. #C359709   | 10201 · BOH General Fund Chk. (3563)  | -137.62         |
| Bill            | 40293499 | 08/27/2024 |                                    | Cleaning & Library Supplies                              | 55400.2 · Office/Library Supplies     | 137.62          |
| TOTAL           |          |            |                                    |  |                                       | 137.62          |
| Bill Pmt -Check | 3066     | 09/24/2024 | Simon Pina, Beatriz                | September Community Health Education & Engagement        | 10201 · BOH General Fund Chk. (3563)  | -1,560.00       |
| Bill            | 09102024 | 09/10/2024 | NorthShore University HealthSystem | September Community Health Education & Engagement        | 54110 · Contracted Services           | 1,560.00        |
| TOTAL           |          |            |                                    |  |                                       | 1,560.00        |
| Bill Pmt -Check | 3067     | 09/24/2024 | Spanish Adult Literacy Consultant  | Digital Navigation Services for September                | 10201 · BOH General Fund Chk. (3563)  | -5,500.00       |
| Bill            | 09102024 | 09/10/2024 | Lake County                        | Digital Navigation Services for September                | 54110 · Contracted Services           | 5,500.00        |
| TOTAL           |          |            |                                    |  |                                       | 5,500.00        |
| Bill Pmt -Check | 3068     | 09/24/2024 | The I.T. Connection Inc.           | Telephone Service for August                             | 10201 · BOH General Fund Chk. (3563)  | -45.54          |
| Bill            | 10850    | 08/31/2024 |                                    | Telephone Service for August                             | 55400.6 · Telecommunications/Internet | 45.54           |
| TOTAL           |          |            |                                    |  |                                       | 45.54           |
| Bill Pmt -Check | 3069     | 09/24/2024 | Vazquez, Fabiola Hernandez         | September Community Health Education & Engagement        | 10201 · BOH General Fund Chk. (3563)  | -1,560.00       |
| Bill            | 09102024 | 09/10/2024 | NorthShore University HealthSystem | September Community Health Education & Engagement        | 54110 · Contracted Services           | 1,560.00        |
| TOTAL           |          |            |                                    |  |                                       | 1,560.00        |
| Bill Pmt -Check | 3070     | 09/24/2024 | Vergara Castrejon, Oralia          | September Community Health Education & Engagement        | 10201 · BOH General Fund Chk. (3563)  | -1,560.00       |
| Bill            | 09102024 | 09/10/2024 | NorthShore University HealthSystem | September Community Health Education & Engagement        | 54110 · Contracted Services           | 1,560.00        |
| TOTAL           |          |            |                                    |  |                                       | 1,560.00        |
| Bill Pmt -Check | 3071     | 09/24/2024 | Lara, Maria                        | September 2024 Professional Cleaning Services            | 10201 · BOH General Fund Chk. (3563)  | -1,425.00       |
| Bill            | 09152024 | 09/15/2024 | NorthShore University HealthSystem | September 2024 Professional Cleaning Services            | 56200 · Cleaning Services             | 500.00          |
|                 |          |            |                                    | September 2024 Professional Cleaning Services            | 54110 · Contracted Services           | 925.00          |
| TOTAL           |          |            |                                    |  |                                       | 1,425.00        |

Highwood Public Library & Community Center  
Check Detail  
August 26 through September 25, 2024

| Type            | Num   | Date       | Name                               | Memo   | Account                              | Original Amount |
|-----------------|-------|------------|------------------------------------|--|--------------------------------------|-----------------|
| Bill Pmt -Check | 3072  | 09/24/2024 | National Heat & Power Corp.        | 8/2/24 Rooftop HVAC Unit Leak Diagnostics & Cleaning | 10201 - BOH General Fund Chk. (3563) | -480.00         |
| Bill            | 30338 | 08/12/2024 | NorthShore University HealthSystem | 8/2/24 Rooftop HVAC Unit Leak Diagnostics & Cleaning | 54110 - Contracted Services          | 480.00          |
| TOTAL           |       |            |                                    |  |                                      | 480.00          |