



FINANCE MEETING MINUTES  
HIGHWOOD PUBLIC LIBRARY & COMMUNITY CENTER FINANCE COMMITTEE

Location: Highwood Public Library  
Monday September 30, 2024 6:00pm

1. Call to order -6:10pm
2. Roll Call  
Lucy Hospodarsky, President; Nora Loreda, Treasurer; Nancy Pastroff, Trustee; Jason Muelver, Trustee, Laura Ramirez, Director
3. Public Comment - None
4. New Business
  - a. FY25 Budget review
    - On track for current budget despite losing some grant funding due to successful fundraising.
  - b. FY26 anticipated revenue review
    - Currently planning fundraising necessary for FY26.
    - See below regarding DCEO grant of \$100,000 for capital improvements
  - c. Funding short-term and long-term capital improvements discussion
    - Buildings and Grounds is going to fill out a template to help determine future costs so we can better budget for improvements in the future
    - Bob Morgan earmarked \$100,000 in funds to the Highwood Public Library through DCEO. This DCEO grant could cover past capital expenditures. The improvements must be permanently affixed and anticipated to last 15 or more years. Grant application to be completed by Director.
  - d. Discussion of replacing financial tracking software
    - agreed that we need to update the QuickBooks online. Laura to provide committee with the cost to include in the budget.
  - e. Finance Committee annual report
    - Lucy gave some suggestions to finalize the report
5. Old Business
  - a. Motion to approve August 26, 2024 meeting minutes; Motion Approved
6. Adjournment at 6:55pm

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](mailto:director@highwoodlibrary.org)