



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

Location: Highwood Public Library
Monday, April 28, 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 March 17, 2025 regular meetings
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the April 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: Bloodborne Pathogens Policy, Emergency Response policy
 - b. Motion to approve the presented policies
 - c. Review of FY26 Board meeting calendar
 - d. Motion to approve FY26 Board meeting calendar
 - e. Discussion on FY2026 draft budget
 - f. Motion to approve FY2026 budget
 - g. Discussion of assets to dispose of
 - h. Motion to approve disposal of assets
 - i. Discussion on retaining accounting firm for FY25 financials
 - j. Motion to approve accounting firm for FY25 financials
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 – March 17, 2025**

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

Ms. Hospodarsky called the meeting to order at 7:10 p.m.

Public Comments: None

President's Report

A reminder to complete the Statement of Economic Interest. The Director's Annual Review is approaching. The same process as last year will be implemented. Board members will provide input and the Personnel Committee members will compile and meet with Director Ramirez.

Secretary's Report

Ms. Hospodarsky moved to approve the regular minutes of February 24, 2025 with the following revision to the social media policy. Ms. Lorado second and the motion carried.

Revision: "Facebook is being used for informational/programming announcement posts. For this reason, comments will be turned off. The Policy Committee will clarify this policy."

Communication

Director Ramirez responded to a request to sell Girl Scout cookies and a request to host a weekly mental health focused group.

Treasurer's Report

Financials were reviewed. Ms. Hospodarsky moved to approve the March 2025 invoices as listed in the Check Detail, Ms. Pastroff seconded, and the motion carried unanimously.

Director's Report

Ms. Ramirez shared additional items to her written report:

- FY 24 financials are under review by Plante Moran. The audit package is on track to be available to provide to city audit firm by the March 31 deadline. However, city has not yet engaged with an audit firm, as of last week.
- Technology consultant assisted with the writing of the email retention policy. Implementation of this policy will reduce the number of Library email accounts since it outlines a process for closing down email accounts of departed employees.
- Exterior door is repaired.
- The variable speed drive on the roof was replaced.
- Ms. Wence coordinated with a District 112 student to share his love of STEM by leading a STEM class for child library patrons.

- Received suggestions from Board members about advertising special events in order to increase attendance.

Committee Reports

Finance: The Finance Committee met prior to the regular meeting to continue work on the FY 26 budget which will include building improvement funding to align with repair needs that will be captured on an asset inventory . The committee reviewed the completed FY23 audit report.

Policy: Reviewed the revisions of the following policies: *Posting of Material, Email Retention, Portable Devices and Hotspot Loan*.

Building and Grounds: The exterior door has been repaired. Board President requested B&G to begin work on an asset inventory, with a target completion date in time to use the maintenance schedule as a data point for the FY26 budget. Mr. Martinez will obtain estimates from professional firms to assist with the preparation of the inventory.

Old Business – None

New Business

Ms. Hospodarsky moved, Ms. Laredo seconded that listed policies be approved. The motion carried unanimously.

Board members received hard copies of FY2023 Final Audit Report and were asked to review and send comments and questions to members of Finance Committee.

There was a discussion of the FY2026 draft budget – no action taken.

Director Ramirez presented the Interim Strategic Plan and facilitated a discussion about the decision to implement an interim plan. Ms. Hospodarsky moved to approve the Plan, Ms. Lorado seconded, and the motion was carried unanimously.

Executive Session

Ms. Hopodarsky moved that the Board move into Executive Session to discuss personnel. Ms. Pastroff seconded and the motion carried. The Board entered Executive Session at 8:35 p.m.

The Board reconvened. Ms. Hospodarsky moved to approve actions discussed in executive session. Nora seconded and the motion carried.

Ms. Hospodarsky moved to end the meeting and Janell seconded. Motion carried and meeting ended at xxxxxxxxxxxx.

Director's Report

April 28, 2025

Library Updates

Admin/Accounting

- FY24 audit preparation by Plante Moran complete -Rebecca
- FY26 grants budget development complete -Laura & Rebecca

Records Retention

- No updates

Building & Grounds

- A replacement VFD was installed in the HVAC unit. Ballard Engineering verified the electrical operation characteristics during start-up, and advised that the harmonic distortion is no longer an issue (so the electrical filter is not required). New lock cores were installed in two external doors.

Website & Technology

- IT Contractor made technology improvements throughout the library including installing a new printer/copier in the Computer classroom, a commercial-grade robust touch screen smart board in the Children's department, and wireless 4G antenna for the new backup Internet service.

Accessibility

- No updates.

Communications

- No updates.

HR

- Denise Zamora has resigned from her Circulation Assistant position. Agustin Garcia and Manny Hernandez have joined the library team as community health workers.

Grant Update

- Quarterly reports were submitted to state and local funders.
- The Library received a reimbursement payment for work performed in February 2025 from the Lake County Digital Navigator Grant.
- The Library received a one-time grant of \$4,000 from Christ Church Lake Forest to support counseling services.
- Through the Friends, the Library received a \$5,000 seed grant from Brushwood to support the Health Equity Department's community health engagement efforts.
- On March 4, Lauren visited Highland Park High School, reaching 268 students to share information about the library's teen programs, volunteer opportunities, and resources.
- On March 5, Lauren visited Northwood Middle School, engaging with 238 students to share information about the library's teen programs, volunteer opportunities, and resources.

Patron Services – Children's Department (Program updates from Diana W.)

Sensory Board Craft

Jenny and Diana hosted a Sensory Board Craft program, a program intentionally created to help promote the library's Calm Play Space. This program invited kids to get creative with textures and materials to design their own personalized sensory boards. The activity used Model Magic, along with stamps, sticks, and other tools to shape and design the clay for the perfect tactile experience. It was well received, drawing 21 kids and 11 adults, and even encouraged a few new participants to explore additional calm space offerings.



Fairy Gardens with The Art Center of Highland Park

Highwood Library's ongoing collaboration with The Art Center of Highland Park continues to bring enriching and creative experiences to our families. In March, TAC led a Fairy Garden craft program, where children—assisted by their parents and caregivers—designed whimsical garden scenes using twigs, tissue paper, feathers, and other imaginative materials.



The program not only sparked creativity and bonding among families, but it also brought new faces to the library. Two families attended for the first time and were delighted by the hands-on experience. For a few magical days, fairy garden creations left behind temporarily transformed the children's area into an enchanting miniature forest.

TAC's flexibility in programming for a range of ages fosters intergenerational learning and helps build lasting connections among our families. This session welcomed 14 children and 7 adults, reinforcing the value of this partnership



Patron Services—Teen Department (Program Updates from Lauren)

Vision Boards & Goal Setting

During this engaging program, teens explored the importance of setting goals and visualizing their future by creating personal vision boards. As they selected images and words to represent their hopes and dreams, the teens opened up to one another about their aspirations, creating a meaningful dialogue centered on personal growth and motivation. This creative and reflective session promoted self-awareness, and encouraged peer support and connection. 8 teens participated.



Model Magic Figurines:

Teens had a great time crafting unique figurines using Model Magic air-dry clay during this hands-on creative session. The program offered a relaxed space for teens to explore their imaginations and express themselves through sculpting. From abstract creations to tiny characters, each figurine reflected the individual creativity of its maker. The session fostered a fun and supportive environment that encouraged self-expression and artistic play for 12 attendees.



**Patron Services—
Adults Program
(Updates from Alex &
Carolina I.)**

Civic Engagement through Early Voting

In March, the Highwood Library once again served as an early voting site in partnership with Lake County. While voter turnout didn't reach the levels of the 2024 general election, the library welcomed significantly more visitors than usual—over 500 patrons passed through the doors on the final day of early voting alone!

The Adult Services team ensured the success of the effort by coordinating staff and volunteer coverage beyond regular operating hours. Many voters expressed their gratitude for the convenience of the location, and several even returned to explore library services and check out materials. This initiative highlights the library's vital role in fostering civic participation and connecting the community to essential resources.

Bee Speckled Band Book Club

After rescheduling the Bee Speckled Band Book Club twice since February due to severe winter weather, seven members were finally able to gather on March 19th. The evening turned into a warm, meaningful reunion. Patrons expressed how much they had missed the discussions and appreciated the opportunity to connect over literature on a cold night, gathered again around the fireplace. For those who returned, it was a reminder of the comfort and community the book club brings, no matter the season.



Success Story: Simon's Digital Transformation

Simon, one of our digital literacy class students, came to the program with no prior experience—even turning on a laptop was a new challenge. What began as a daunting experience quickly turned into a journey of growth and connection. Through our classes, Simon not only gained technical skills but also found a supportive community among his peers. His most significant milestone came when he created and delivered two presentations using Google Slides—an achievement that once felt out of reach.

His newfound confidence extended beyond the classroom, improving his ability to use phone apps and deepening his relationship with his teenage son. Together, they bonded over daily typing practice using the “Monkey Typing” app and encouraged each other's progress.

Today, Simon is more confident exploring technology and is excited to continue learning in an upcoming April class. His story is a testament to the power of persistence, community, and the transformative impact of the library's digital navigation program.



**Health Equity –
(Programming
conducted in Spanish.)**

Success Story: Community-Centered Sound Healing

This quarter brought noticeable stress and worry for many of our community members. In conversations with patrons, they expressed a collective need for emotional restoration—specifically requesting a meditation or sound healing program. In response, on March 19, 2025, the library partnered with Colibri Holistic Center to host a community-centered sound healing session in Spanish. The session was led by Colibri's CEO, Elva Patricia Cervantes, who described Highwood as a special place she once called home. Her approachable nature and shared cultural connection deeply resonated with the ten adult participants. Held at Church of the Redeemer—a familiar and accessible location—the program created a safe space for

inner peace and reflection. After the session, participants shared that they felt an unexplainable sense of calm, emotional relief, and improved mood. Many asked for follow-up sessions including breath work and gentle movement practices.

One attendee expressed, “We sometimes need programs that help us be within ourselves in silence while being in community as well.” This collaboration is a testament to how honoring community-led requests, celebrating cultural connection, and coming together in shared spaces can help foster wellness and healing.



Board Mtg Open Items

- None

IMLS Update

- On March 14, 2025, President Trump signed an executive order to dismantle IMLS “to the maximum extent consistent with applicable law”. This action disrupted federal support for libraries across the U.S., including: administrative leave for nearly all IMLS staff, cancellation of hundreds of active and pending grants and state Libraries scrambling to determine funding gap strategies. The Illinois Attorney General has joined 20 others in a lawsuit to block this dismantling, citing harm to critical community services.

How Illinois Used IMLS Funds (FY2025):

- \$2.5M – Delivery via IHLS & RAILS
- \$2.4M – Grants to libraries and consortia
- \$1.8M – OCLC WorldCat Discovery and FirstSearch access
- \$526K – Project Next Generation (youth tech and mentoring)
- \$420K – Materials for correctional facilities
- \$166K – iLEAD trustee learning and leadership portal
- \$111K – Public library director leadership training
- \$100K – Illinois Libraries Present

This dismantling of IMLS would impact the following services at the Highwood Library & Community Center:

- A loss of our Project Next Generation (PNG) grant. This grant funds our Maker Space program supplies and staff (\$40,000/year), allowing us to provide hundreds of teens with access to STEM-based activities.
- A loss of interlibrary loan services (allowing us to borrow library books from other libraries for Highwood and Highland Park residents). The Highwood Library borrows nearly 6x the number of materials we lend out,
- The loss of monthly virtual author presentations supported through Illinois Library Presents,
- The loss of professional development funding for library directors and staff,
- The loss of the iLEAD online training and leadership portal (provides training for all public library trustees in the State).

The Friends of the Highwood Public Library

- In light of anticipated cuts to the support we receive from IMLS, the Friends are prioritizing continued fundraising efforts, and are planning to send out an appeal letter in May that highlights the impact of the loss of IMLS funding and the need for \$40,000 in funding for our Makerspace.
- The Friends of the Library website is being updated to align with the Library’s branding and their new logo. This small redesign aims to create a more cohesive visual identity across all communications.

Highwood Public Library & Community Center
Balance Sheet w/Prior Month Comparison
As of March 31, 2025

	Mar 31, 25	Mar 30, 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	1,150.00	1,150.00	0.00	0.0%
Total 10110 · Gift Cards on Hand	1,714.44	1,714.44	0.00	0.0%
10130 · Nayax	14.06	14.06	0.00	0.0%
10201 · BOH General Fund Chk. (3563)	140,529.77	143,538.21	-3,008.44	-2.1%
10203 · BOH General Fund Money Market	95,040.47	95,034.01	6.46	0.0%
10206 · BOH Payroll Acct. Chk. (0133)	3,556.43	3,556.43	0.00	0.0%
10216 · IMET Capital Impr. Fund (8102)	4,139.71	4,125.75	13.96	0.3%
10221 · IMET Reserve Fund (8101)	406,118.01	404,748.86	1,369.15	0.3%
10240 · BOH Convenience Fund Chk (2208)	3,539.00	14,348.95	-10,809.95	-75.3%
Total 10000 · CASH & INVESTMENT ACCOUNTS	654,729.12	667,157.94	-12,428.82	-1.9%
Total Checking/Savings	654,729.12	667,157.94	-12,428.82	-1.9%
Other Current Assets				
14500 · Property Tax Receivable	321,750.00	321,750.00	0.00	0.0%
14600 · Due from Primary Government	831.15	831.15	0.00	0.0%
Total Other Current Assets	322,581.15	322,581.15	0.00	0.0%
Total Current Assets	977,310.27	989,739.09	-12,428.82	-1.3%
TOTAL ASSETS	977,310.27	989,739.09	-12,428.82	-1.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	8,574.54	15,892.30	-7,317.76	-46.1%
Total Accounts Payable	8,574.54	15,892.30	-7,317.76	-46.1%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	0.00	3,970.03	-3,970.03	-100.0%
22101 · Insurance Payable	-435.35	2,190.67	-2,626.02	-119.9%
Total 22000 · Payroll Liabilities	-435.35	6,160.70	-6,596.05	-107.1%
24000 · Deferred Property Taxes	321,750.00	321,750.00	0.00	0.0%
24300 · Unearned Revenue	-3,793.60	-3,793.60	0.00	0.0%
Total Other Current Liabilities	317,521.05	324,117.10	-6,596.05	-2.0%
Total Current Liabilities	326,095.59	340,009.40	-13,913.81	-4.1%
Total Liabilities	326,095.59	340,009.40	-13,913.81	-4.1%
Equity				
32000 · Unrestricted Net Assets	-717,414.97	-717,414.97	0.00	0.0%
Net Income	1,368,629.65	1,367,144.66	1,484.99	0.1%
Total Equity	651,214.68	649,729.69	1,484.99	0.2%
TOTAL LIABILITIES & EQUITY	977,310.27	989,739.09	-12,428.82	-1.3%

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04/22/25

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2024 through March 2025

	May '24 - Mar 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	1,206,586.13	1,306,137.78	-99,551.65	92.4%
41330 · Temp. Restricted Grant- Bldg	1,067,141.43	0.00	1,067,141.43	100.0%
Total 41300 · Grants	2,281,262.45	1,313,537.78	967,724.67	173.7%
41400 · Interest & Dividends	9,476.82	510.00	8,966.82	1,858.2%
Total 41000 · GENERAL REVENUES	2,610,706.11	1,640,797.78	969,908.33	159.1%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	113.18	0.00	113.18	100.0%
42300 · Book Sales	827.00	0.00	827.00	100.0%
42600 · Photocopier	2,299.16	1,800.00	499.16	127.7%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	8,208.20	800.00	7,408.20	1,026.0%
42900.2 · Friends of the Library	28,000.00	5,937.00	22,063.00	471.6%
Total 42900 · Gifts & Donations	36,208.20	6,737.00	29,471.20	537.5%
Total 42000 · OPERATING REVENUES	39,447.54	8,537.00	30,910.54	462.1%
49999 · Miscellaneous Income	59.13	0.00	59.13	100.0%
Total Income	2,650,212.78	1,649,334.78	1,000,878.00	160.7%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	135,650.94	184,541.68	-48,890.74	73.5%
51115 · IMRF Expense	4,826.74	7,732.32	-2,905.58	62.4%
51120 · Medical/Health Insurance	15,253.86	26,366.27	-11,112.41	57.9%
51125 · Dental Insurance	54.58	0.00	54.58	100.0%
51130 · Life Insurance	80.61	288.29	-207.68	28.0%
51135 · Vision Insurance	7.49	0.00	7.49	100.0%
51140 · Employer FICA	10,143.46	14,117.44	-3,973.98	71.9%
51999 · Payroll Processing Fees	2,768.76	2,542.40	226.36	108.9%
Total 51000 · PERSONNEL & BENEFITS	168,786.44	235,588.40	-66,801.96	71.6%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	3,448.11	4,000.00	-551.89	86.2%
52100.2 · Books F - Children/Juvenile	3,480.80	2,500.00	980.80	139.2%
52100.3 · Books F - Young Adult	2,142.13	1,500.00	642.13	142.8%
52100.4 · Books F - Spanish Adult	497.61	750.00	-252.39	66.3%
52100.5 · Books F - Spanish Chld./Juv.	968.66	1,850.00	-881.34	52.4%
Total 52100 · Books, Fiction	10,537.31	10,600.00	-62.69	99.4%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	2,205.48	2,200.00	5.48	100.2%
52150.2 · Books NF - Children/Juvenile	2,007.81	2,700.00	-692.19	74.4%
52150.4 · Books NF - Spanish	487.38	1,000.00	-512.62	48.7%
Total 52150 · Books, Non-Fiction	4,700.67	5,900.00	-1,199.33	79.7%
52200 · A/V Materials				
52200.1 · A/V - Adult	1,291.36	2,000.00	-708.64	64.6%
52200.2 · A/V - Children/Juvenile	209.06	1,100.00	-890.94	19.0%
52200.6 · A/V Games	1,016.18	1,000.00	16.18	101.6%
Total 52200 · A/V Materials	2,516.60	4,100.00	-1,583.40	61.4%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	3,729.96	3,900.00	-170.04	95.6%

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04/22/25

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2024 through March 2025

	May '24 - Mar 25	Budget	\$ Over Budget	% of Budget
52350.4 · On-Line - eRead	850.00	650.00	200.00	130.8%
52350.5 · On-Line - Libby	0.00	1,276.00	-1,276.00	0.0%
Total 52350 · On-Line Resources	4,579.96	5,826.00	-1,246.04	78.6%
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	1,479.72	800.00	679.72	185.0%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	29,431.06	31,726.00	-2,294.94	92.8%
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	1,312.50	2,000.00	-687.50	65.6%
Total 53100 · Library Program Facilitators	1,712.50	3,100.00	-1,387.50	55.2%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	60.00	1,000.00	-940.00	6.0%
53200.2 · Prog. Suppl. - Children	2,784.29	2,600.00	184.29	107.1%
53200.3 · Prog. Suppl. - Young Adult	991.61	1,000.00	-8.39	99.2%
Total 53200 · Program Supplies	3,835.90	4,600.00	-764.10	83.4%
Total 53000 · PROGRAMMING	5,548.40	7,700.00	-2,151.60	72.1%
54000 · GRANT EXPENSES				
54110 · Contracted Services	258,995.87	346,536.00	-87,540.13	74.7%
54115 · Staff Development	619.43	20,335.00	-19,715.57	3.0%
54120 · Wages & Salaries	515,404.69	646,975.53	-131,570.84	79.7%
54125 · Bonuses/Overtime	39,969.52	42,471.38	-2,501.86	94.1%
54130 · Employer FICA	40,707.85	49,461.92	-8,754.07	82.3%
54131 · IMRF Expense	21,106.54	28,240.09	-7,133.55	74.7%
54132 · Medical/Dental Benefits	68,733.69	85,356.74	-16,623.05	80.5%
54135 · Grant Program Supplies	59,652.60	58,150.00	1,502.60	102.6%
54155 · Travel Reimbursement	0.00	300.00	-300.00	0.0%
54185 · Grant Telecommunications	712.70	1,674.00	-961.30	42.6%
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	1,033,054.89	1,306,136.66	-273,081.77	79.1%
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	951.24	1,000.00	-48.76	95.1%
55200.6 · Software	105.00	500.00	-395.00	21.0%
Total 55200 · Technology	3,921.24	5,225.00	-1,303.76	75.0%
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%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2024 through March 2025

	May '24 - Mar 25	Budget	\$ Over Budget	% of Budget
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	6,860.51	6,263.15	597.36	109.5%
55400.3 · Membership Dues/Fees	2,160.26	1,785.00	375.26	121.0%
55400.4 · Licensing Fees	4,574.20	3,560.00	1,014.20	128.5%
55400.5 · Postage & Shipping Fees	9.85	300.00	-290.15	3.3%
55400.6 · Telecommunications/Internet	3,442.34	3,696.00	-253.66	93.1%
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	18,364.16	30,350.15	-11,985.99	60.5%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	500.00	500.00	0.00	100.0%
55500.7 · Newsletter	420.75	419.16	1.59	100.4%
Total 55500 · Outreach & Public Relations	920.75	919.16	1.59	100.2%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.1 · Wire Transfers	0.00	22.00	-22.00	0.0%
55600.2 · Payment Processing Fees	136.82	0.00	136.82	100.0%
55600.3 · Other Bank Fees	40.00	20.00	20.00	200.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	176.82	42.00	134.82	421.0%
Total 55000 · GENERAL ADMINISTRATION	26,051.65	41,686.31	-15,634.66	62.5%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	0.00	2,650.00	-2,650.00	0.0%
56150 · Audit Services	4,000.00	4,000.00	0.00	100.0%
56200 · Cleaning Services	5,500.00	6,000.00	-500.00	91.7%
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	3,470.51	4,732.00	-1,261.49	73.3%
56500.2 · Maintenance Svcs. - Exterior	1,460.98	1,800.00	-339.02	81.2%
Total 56500 · Maintenance Services	4,931.49	6,532.00	-1,600.51	75.5%
56600 · Hiring Services	751.30	815.00	-63.70	92.2%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	18,710.69	26,497.00	-7,786.31	70.6%
Total Expense	1,281,583.13	1,649,334.37	-367,751.24	77.7%
Net Ordinary Income	1,368,629.65	0.41	1,368,629.24	333,812,109.8%
Net Income	1,368,629.65	0.41	1,368,629.24	333,812,109.8%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

March 2025

	Mar 25	Feb 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	0.00	13.15	-13.15	-100.0%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	85,709.57	16,386.32	69,323.25	423.1%
41330 · Temp. Restricted Grant- Bldg	0.00	67,141.43	-67,141.43	-100.0%
Total 41300 · Grants	85,709.57	83,527.75	2,181.82	2.6%
41400 · Interest & Dividends	1,389.57	1,340.67	48.90	3.7%
Total 41000 · GENERAL REVENUES	87,099.14	84,881.57	2,217.57	2.6%
42000 · OPERATING REVENUES				
42300 · Book Sales	138.00	0.00	138.00	100.0%
42600 · Photocopier	574.35	108.05	466.30	431.6%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	24.93	18.93	6.00	31.7%
42900.2 · Friends of the Library	0.00	10,000.00	-10,000.00	-100.0%
Total 42900 · Gifts & Donations	24.93	10,018.93	-9,994.00	-99.8%
Total 42000 · OPERATING REVENUES	737.28	10,126.98	-9,389.70	-92.7%
Total Income	87,836.42	95,008.55	-7,172.13	-7.6%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	11,994.37	12,769.97	-775.60	-6.1%
51115 · IMRF Expense	417.28	452.57	-35.29	-7.8%
51120 · Medical/Health Insurance	2,574.77	1,128.87	1,445.90	128.1%
51125 · Dental Insurance	54.58	0.00	54.58	100.0%
51130 · Life Insurance	8.40	4.20	4.20	100.0%
51135 · Vision Insurance	7.49	0.00	7.49	100.0%
51140 · Employer FICA	890.80	950.16	-59.36	-6.3%
51999 · Payroll Processing Fees	128.00	258.10	-130.10	-50.4%
Total 51000 · PERSONNEL & BENEFITS	16,075.69	15,563.87	511.82	3.3%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	659.46	254.35	405.11	159.3%
52100.2 · Books F - Children/Juvenile	249.17	414.08	-164.91	-39.8%
52100.3 · Books F - Young Adult	375.67	187.41	188.26	100.5%
52100.4 · Books F - Spanish Adult	195.42	25.60	169.82	663.4%
52100.5 · Books F - Spanish Chld./Juv.	137.14	467.46	-330.32	-70.7%
Total 52100 · Books, Fiction	1,616.86	1,348.90	267.96	19.9%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	245.48	198.87	46.61	23.4%
52150.2 · Books NF - Children/Juvenile	609.86	66.95	542.91	810.9%
52150.4 · Books NF - Spanish	80.24	0.00	80.24	100.0%
Total 52150 · Books, Non-Fiction	935.58	265.82	669.76	252.0%
52200 · A/V Materials				
52200.1 · A/V - Adult	95.80	184.41	-88.61	-48.1%
52200.6 · A/V Games	59.88	190.06	-130.18	-68.5%
Total 52200 · A/V Materials	155.68	374.47	-218.79	-58.4%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	361.41	331.14	30.27	9.1%
Total 52350 · On-Line Resources	361.41	331.14	30.27	9.1%
52400 · Periodicals				
52400.1 · Periodicals - Adult	0.00	912.93	-912.93	-100.0%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

March 2025

	Mar 25	Feb 25	\$ Change	% Change
Total 52400 · Periodicals	0.00	912.93	-912.93	-100.0%
52650 · Processing Supplies	270.96	40.20	230.76	574.0%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	3,340.49	3,273.46	67.03	2.1%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	0.00	400.00	-400.00	-100.0%
53100.3 · Program Fac- Child	150.00	150.00	0.00	0.0%
Total 53100 · Library Program Facilitators	150.00	550.00	-400.00	-72.7%
53200 · Program Supplies				
53200.2 · Prog. Suppl. - Children	24.99	19.98	5.01	25.1%
53200.3 · Prog. Suppl. - Young Adult	94.99	115.07	-20.08	-17.5%
Total 53200 · Program Supplies	119.98	135.05	-15.07	-11.2%
Total 53000 · PROGRAMMING	269.98	685.05	-415.07	-60.6%
54000 · GRANT EXPENSES				
54110 · Contracted Services	27,295.00	16,030.00	11,265.00	70.3%
54120 · Wages & Salaries	43,983.65	46,217.80	-2,234.15	-4.8%
54130 · Employer FICA	3,206.08	3,376.96	-170.88	-5.1%
54131 · IMRF Expense	1,595.99	1,738.18	-142.19	-8.2%
54132 · Medical/Dental Benefits	13,483.62	5,618.35	7,865.27	140.0%
54135 · Grant Program Supplies	9,911.39	4,624.14	5,287.25	114.3%
54185 · Grant Telecommunications	0.00	43.32	-43.32	-100.0%
54198 · Misc. Staffing Costs	0.00	2,965.00	-2,965.00	-100.0%
Total 54000 · GRANT EXPENSES	99,475.73	80,613.75	18,861.98	23.4%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	0.00	100.00	-100.00	-100.0%
Total 55100 · Library Board & Staff Expenses	0.00	100.00	-100.00	-100.0%
55200 · Technology				
55200.5 · Hardware Purchases	225.36	0.00	225.36	100.0%
Total 55200 · Technology	225.36	0.00	225.36	100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	537.37	653.43	-116.06	-17.8%
55400.3 · Membership Dues/Fees	250.00	150.00	100.00	66.7%
55400.4 · Licensing Fees	0.00	524.40	-524.40	-100.0%
55400.5 · Postage & Shipping Fees	9.85	0.00	9.85	100.0%
55400.6 · Telecommunications/Internet	46.48	137.14	-90.66	-66.1%
Total 55400 · General Office/Administration	843.70	1,464.97	-621.27	-42.4%
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	7.73	15.38	-7.65	-49.7%
Total 55600 · Bank/Svc. Fees & Fin. Charges	7.73	15.38	-7.65	-49.7%
Total 55000 · GENERAL ADMINISTRATION	1,115.04	1,618.60	-503.56	-31.1%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56200 · Cleaning Services	500.00	500.00	0.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	75.13	131.13	-56.00	-42.7%
56500.2 · Maintenance Svcs. - Exterior	0.00	198.30	-198.30	-100.0%
Total 56500 · Maintenance Services	75.13	329.43	-254.30	-77.2%

Highwood Public Library & Community Center
Profit & Loss w/Prior Month Comparison
March 2025

	Mar 25	Feb 25	\$ Change	% Change
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	575.13	829.43	-254.30	-30.7%
Total Expense	120,852.06	102,584.16	18,267.90	17.8%
Net Ordinary Income	-33,015.64	-7,575.61	-25,440.03	-335.8%
Net Income	-33,015.64	-7,575.61	-25,440.03	-335.8%

Highwood Public Library & Community Center

Check Detail

March 18 through April 22, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check		04/21/2025	Amazon.com	QuickBooks generated zero amount transaction	10201 · BOH General Fund Chk. (3563)	0.00
Bill	11197781721291426	02/23/2024	Amazon.com	Ventures Level 4 Adult Literacy Value Packs	20000 · Accounts Payable	-821.80
TOTAL						-821.80
Bill Pmt -Check	ACH	04/01/2025	Quill	Acct. #C359709	10201 · BOH General Fund Chk. (3563)	-197.88
Bill	42339477	01/10/2025		Cleaning Supplies	55400.2 · Office/Library Supplies	71.28
Bill	42629936	01/29/2025		Cleaning & Office Supplies	55400.2 · Office/Library Supplies	126.60
TOTAL						197.88
Bill Pmt -Check	Debit Card	03/31/2025	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-4,869.37
Bill	11160935078785857	03/01/2025		File Folders	55400.2 · Office/Library Supplies	24.59
Bill	11192652047077014	03/01/2025		Staff Planners	55400.2 · Office/Library Supplies	29.90
Bill	11472263947463451	03/03/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	138.35
Bill	11400063445341016	03/03/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	70.77
Bill	11417900622615459	03/03/2025		Teen Book Buffet Supplies	54135 · Grant Program Supplies	88.65
Bill	11184716856270669-2	03/03/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	18.98
Bill	11479241013698610	03/03/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	60.81
Bill	11479241013698610-2	03/03/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	99.86
Bill	11437108488797800	03/03/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	12.95
Bill	11198453999897069-2	03/03/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	19.95
Bill	11465141834742643	03/04/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	117.30
Bill	11400505880912218	03/04/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	58.44
Bill	11437108488797800-2	03/04/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	35.98
Bill	11421094210100205	03/05/2025		1 JBL Wireless Headphones	54135 · Grant Program Supplies	33.99
				1 Aokeo Recording Microphone	54135 · Grant Program Supplies	22.09
Bill	11419894830752226	03/05/2025		Teen Book Buffet Supplies	54135 · Grant Program Supplies	82.73
Bill	11431685637473860-1	03/05/2025		Teen Book Buffet Supplies	54135 · Grant Program Supplies	36.98
Bill	11141621836320264-1	03/06/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	16.18
Bill	11410621924465067	03/07/2025		Teen Book Buffet Supplies	54135 · Grant Program Supplies	139.87
Bill	11497905599016257	03/07/2025		YA Program Supplies	54135 · Grant Program Supplies	125.96
Bill	111311243451442200	03/10/2025		Children's Program Supplies	54135 · Grant Program Supplies	127.12
Bill	11492602282136201	03/11/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	17.66
Bill	11479241013698610-3	03/11/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	19.59
Bill	11180097283366605	03/12/2025		Children's Program Supplies	54135 · Grant Program Supplies	34.99
Bill	11480448679861012	03/12/2025		Teen Book Buffet Supplies	54135 · Grant Program Supplies	17.87
Bill	11192529242267459	03/13/2025		Children's Program Supplies	54135 · Grant Program Supplies	34.99
Bill	11110953052627435	03/13/2025		Staff Volunteer Lanyards	55400.2 · Office/Library Supplies	9.99
Bill	11146520804662634	03/14/2025		Office Supplies	53200.2 · Prog. Suppl. - Children	24.99
Bill	11447045393047417	03/14/2025		TAB Award	53200.3 · Prog. Suppl. - Young Adult	22.13

Highwood Public Library & Community Center

Check Detail

March 18 through April 22, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11141621836320264-2	03/14/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	18.59
Bill	11413961534877044	03/15/2025		YA Program Supplies	54135 · Grant Program Supplies	9.99
Bill	11438007920605044	03/16/2025		YA Program Supplies	54135 · Grant Program Supplies	22.99
Bill	11444576683026657	03/16/2025		YA Program Supplies	54135 · Grant Program Supplies	11.99
Bill	11184241699348224	03/17/2025		Capital Upgrade Supplies	54135 · Grant Program Supplies	52.00
Bill	11104777136477043	03/17/2025		Capital Upgrade Supplies	54135 · Grant Program Supplies	1,422.28
Bill	11132201132109867	03/17/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	245.93
Bill	11160935078785857-2	03/17/2025		Sticky Notes	55400.2 · Office/Library Supplies	13.40
Bill	11298840718928237	03/18/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	9.99
Bill	11207356627121851	03/18/2025		Teen Book Buffet Supplies	54135 · Grant Program Supplies	29.21
Bill	1122637420848256	03/18/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	29.41
Bill	11431685637473860-2	03/18/2025		Teen Book Buffet Supplies	54135 · Grant Program Supplies	43.99
Bill	11122603626813005	03/20/2025		Children's Department Supplies	54135 · Grant Program Supplies	35.28
Bill	11180346697153024	03/20/2025		Children's Program Supplies	54135 · Grant Program Supplies	78.20
Bill	11268937961057030	03/20/2025		A/V - Adult	52200.1 · A/V - Adult	23.79
Bill	11181496466169803	03/22/2025		A/V - Adult	52200.1 · A/V - Adult	37.44
Bill	11147154773133812	03/23/2025		Children's Program Supplies	54135 · Grant Program Supplies	105.34
Bill	11196640774653066	03/23/2025		A/V - Adult	52200.1 · A/V - Adult	17.49
Bill	11110785116513867	03/24/2025		Books NF - Spanish	52150.4 · Books NF - Spanish	68.57
Bill	11480448679861012-2	03/24/2025		Teen Book Buffet Supplies	54135 · Grant Program Supplies	38.98
Bill	11156979314980261-1	03/24/2025		Office Supplies	55400.2 · Office/Library Supplies	35.57
Bill	11156979314980261-2	03/24/2025		Office Supplies	55400.2 · Office/Library Supplies	19.99
Bill	11153226896102620	03/25/2025		Children's Program Supplies	54135 · Grant Program Supplies	33.40
Bill	11345723127724267	03/26/2025		Books F - Adult	52100.1 · Books F - Adult	20.82
Bill	11141621836320264-3	03/26/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	5.99
Bill	11360857826360248	03/27/2025		Books F - Adult	52100.1 · Books F - Adult	173.52
Bill	11284276372653037	03/27/2025		Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	106.02
				Books F - Spanish Adult to be refunded	52100.4 · Books F - Spanish Adult	36.59
Bill	11289175860665015	03/28/2025		Books F - Adult	52100.1 · Books F - Adult	16.93
Bill	11217186862305868	03/28/2025		Books F - Adult	52100.1 · Books F - Adult	78.57
Bill	11218501263738633	03/28/2025		Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	52.81
Bill	11200787151333073	03/29/2025		Books F - Adult	52100.1 · Books F - Adult	57.78
Bill	11167783752105025	03/31/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	372.86
TOTAL						4,869.37
Bill Pmt -Check	Debit Card	03/31/2025	CDW Government LLC		10240 · BOH Convenience Fund Chk (2208)	-5,103.36
Bill	AD1WF2S	03/03/2025		YS ELO Commercaill Grade Monitor	54135 · Grant Program Supplies	1,842.67
Bill	AD1K31S-1	03/06/2025		Brother Printer	54135 · Grant Program Supplies	615.40
Bill	AD1K31S-2	03/07/2025		Brother Printer 3 Year Warranty	54135 · Grant Program Supplies	187.29
Bill	1CGTNQP	03/18/2025		Kyocera Printer 43212110	54135 · Grant Program Supplies	2,458.00
TOTAL						5,103.36

Highwood Public Library & Community Center

Check Detail

March 18 through April 22, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	Debit Card	03/31/2025	Clear Investigative Advantage	February Background Checks	10240 · BOH Convenience Fund Chk (2208)	-72.10
	Bill	193888	02/28/2025		February Background Checks	54135 · Grant Program Supplies	72.10
TOTAL							72.10
	Bill Pmt -Check	Debit Card	03/31/2025	Comcast	Telecom Services for 2/16-3/15/25	10240 · BOH Convenience Fund Chk (2208)	-137.14
	Bill	02092025	02/09/2025		Telecom Services for 2/16-3/15/25	55400.6 · Telecommunications/Internet	137.14
TOTAL							137.14
	Bill Pmt -Check	Debit Card	03/31/2025	Costco		10240 · BOH Convenience Fund Chk (2208)	-165.81
	Bill	03122025	03/12/2025		Children's Program Supplies	54135 · Grant Program Supplies	22.38
	Bill	03122025-2	03/12/2025		Cleaning Supplies	55400.2 · Office/Library Supplies	74.39
	Bill	03122025-3	03/12/2025		Charlas Supplies	54135 · Grant Program Supplies	23.37
	Bill	03262025	03/26/2025		Cleaning Supplies	55400.2 · Office/Library Supplies	45.67
TOTAL							165.81
	Bill Pmt -Check	Debit Card	03/31/2025	Cricut	Cricut Access Standard Subscription	10240 · BOH Convenience Fund Chk (2208)	-95.88
	Bill	159139450	03/19/2025		Cricut Access Standard Subscription	54135 · Grant Program Supplies	95.88
TOTAL							95.88
	Bill Pmt -Check	Debit Card	03/31/2025	Google		10240 · BOH Convenience Fund Chk (2208)	-525.72
	Bill	5200324390	02/28/2025	NorthShore University HealthSystem	Google Telecom for February	54185 · Grant Telecommunications	43.32
	Bill	5185585531	02/28/2025		Google Workspace for February	55400.4 · Licensing Fees	482.40
TOTAL							525.72
	Bill Pmt -Check	Debit Card	03/31/2025	Jewel		10240 · BOH Convenience Fund Chk (2208)	-121.96
	Bill	03052025	03/05/2025		Charlas Supplies	54135 · Grant Program Supplies	21.19
	Bill	03172025	03/17/2025		YS Program Supplies	53200.3 · Prog. Suppl. - Young Adult	72.86
	Bill	03192025	03/19/2025		Charlas Supplies	54135 · Grant Program Supplies	27.91
TOTAL							121.96
	Bill Pmt -Check	Debit Card	03/31/2025	La Union Supermarket		10240 · BOH Convenience Fund Chk (2208)	-36.76
	Bill	03042025	03/04/2025		DEEP Program Supplies	54135 · Grant Program Supplies	26.22
	Bill	03042025-2	03/04/2025		DEEP Program Supplies	54135 · Grant Program Supplies	5.26
	Bill	03102025	03/10/2025		Charlas Supplies	54135 · Grant Program Supplies	5.28
TOTAL							36.76

Highwood Public Library & Community Center

Check Detail

March 18 through April 22, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	Debit Card	03/31/2025	Mailchimp	Monthly Subscription 3/12-4/11/25	10240 · BOH Convenience Fund Chk (2208)	-38.25
	Bill	MC15879371	03/12/2025		Monthly Subscription 3/12-4/11/25	55500.7 · Newsletter	38.25
TOTAL							38.25
	Bill Pmt -Check	Debit Card	03/31/2025	Mariano's	Staff Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-25.43
	Bill	03052025	03/05/2025		Staff Meeting Supplies	54135 · Grant Program Supplies	25.43
TOTAL							25.43
	Bill Pmt -Check	Debit Card	03/31/2025	Simple Practice	Appointment Scheduler for 3/3-4/3/25	10240 · BOH Convenience Fund Chk (2208)	-321.00
	Bill	724EA5F5-0046	03/03/2025		Appointment Scheduler for 3/3-4/3/25	54135 · Grant Program Supplies	321.00
TOTAL							321.00
	Bill Pmt -Check	Debit Card	03/31/2025	United States Postal Service	Internet Equipment Return	10240 · BOH Convenience Fund Chk (2208)	-9.85
	Bill	03312025	03/31/2025		Internet Equipment Return	55400.5 · Postage & Shipping Fees	9.85
TOTAL							9.85
	Bill Pmt -Check	Debit Card	03/31/2025	Vivint, Inc.	Smart Home Service 2/16-3/15/25	10240 · BOH Convenience Fund Chk (2208)	-20.13
	Bill	210276816	02/16/2025		Smart Home Service 2/16-3/15/25	56500.1 · Maintenance Svcs. - Interior	30.13
TOTAL							30.13
	Bill Pmt -Check	Debit Card	03/31/2025	Walgreens		10240 · BOH Convenience Fund Chk (2208)	-9.33
	Bill	03172025	03/17/2025		Staff Recognition Supplies	54135 · Grant Program Supplies	3.25
	Bill	03182024	03/18/2025		Meeting Supplies	54135 · Grant Program Supplies	6.08
TOTAL							9.33
	Bill Pmt -Check	Debit Card	03/31/2025	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-1,938.54
	Bill	11173762376509837	03/12/2025		Baby/Toddler Program Supplies	54135 · Grant Program Supplies	39.76
	Bill	11177214087919461	03/20/2025		Children's Outreach & Event Supplies	54135 · Grant Program Supplies	80.94
	Bill	11496504598945801	03/26/2025		Children's A/V Games	52200.6 · A/V Games	59.88
	Bill	11184716856270669-3	03/31/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	16.99
	Bill	11171254760245814	03/15/2025		5G Cellular Modem	54135 · Grant Program Supplies	118.95
	Bill	11125607013369016	03/03/2025		Brother Printer Cabinet Stand	54135 · Grant Program Supplies	254.49
	Bill	11125157503752222	03/25/2025		Kyocera Toner Cartridge	54135 · Grant Program Supplies	118.74
	Bill	11140479213277056	03/03/2025		Brother Printer	54135 · Grant Program Supplies	243.26
	Bill	11174619166456265	03/20/2025		External Hard Drive Case	52200.1 · A/V - Adult	17.08
	Bill	11122776101420240	03/20/2025		Dual Monitor Mount for HE	54135 · Grant Program Supplies	49.99

Highwood Public Library & Community Center

Check Detail

March 18 through April 22, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11153974818935445	03/23/2025		Universal Computer Power Cable	54135 · Grant Program Supplies	9.18
Bill	11105462476399420	03/20/2025		USB Extension Cables & iPhone Charger	55200.5 · Hardware Purchases	20.98
Bill	11102928027579462	03/24/2025		HDMI Ethernet Cat5 Extender	55200.5 · Hardware Purchases	42.74
Bill	11160645430157050	03/28/2025		Wall Mount for Monitor	55200.5 · Hardware Purchases	6.97
Bill	11117035085209837	03/28/2025		Security Cable	55200.5 · Hardware Purchases	14.99
Bill	11114208973708251	03/27/2025		Copier Paper Tray	54135 · Grant Program Supplies	509.95
				Monitor & Mount, Cables	54135 · Grant Program Supplies	41.24
				Monitor & Mount, Cables	54135 · Grant Program Supplies	175.72
				Speaker & Padlock	55200.5 · Hardware Purchases	116.69
TOTAL						1,938.54
Bill Pmt -Check	Debit Card	03/31/2025	Best Buy	Keyboard & Mouse Bundle	10240 · BOH Convenience Fund Chk (2208)	-22.99
Bill	807049818000	03/20/2025		Keyboard & Mouse Bundle	55200.5 · Hardware Purchases	22.99
TOTAL						22.99
Bill Pmt -Check	Debit Card	03/31/2025	eBay	Brother Toner Cartridge	10240 · BOH Convenience Fund Chk (2208)	-48.00
Bill	091278318577	03/03/2025		Brother Toner Cartridge	54135 · Grant Program Supplies	48.00
TOTAL						48.00
Bill Pmt -Check	Debit Card	03/31/2025	Staples	Children's Supplies	10240 · BOH Convenience Fund Chk (2208)	-108.63
Bill	0327	03/27/2025		CYO 24x36	54135 · Grant Program Supplies	36.20
				CYO 24x36	54135 · Grant Program Supplies	72.43
TOTAL						108.63
Bill Pmt -Check	Debit Card	03/31/2025	Vivint, Inc.	Smart Home Service 3/16-4/15/25	10240 · BOH Convenience Fund Chk (2208)	-30.13
Bill	212527748	03/16/2025		Smart Home Service 3/16-4/15/25	56500.1 · Maintenance Svcs. - Interior	30.13
TOTAL						30.13
Bill Pmt -Check	Debit Card	03/31/2025	Highwood Chamber of Commerce	2025 Annual Membership Dues	10240 · BOH Convenience Fund Chk (2208)	-250.00
Bill	4744	03/07/2025		2025 Annual Membership Dues	55400.3 · Membership Dues/Fees	250.00
TOTAL						250.00
Bill Pmt -Check	EFT	03/20/2025	Paychex	Paychex Time & Attendance for February	10206 · BOH Payroll Acct. Chk. (0133)	-128.00
Bill	8876745	03/05/2025		Paychex Time & Attendance for February	51999 · Payroll Processing Fees	128.00
TOTAL						128.00
Bill Pmt -Check	3244	04/22/2025	Adamczyk, Mark	4/1 & 4/17 Music Classes Presentation Fees	10201 · BOH General Fund Chk. (3563)	-150.00

Highwood Public Library & Community Center

Check Detail

March 18 through April 22, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	03312025	03/31/2025		Children's Presenter Fee	53100.3 · Program Fac- Child	150.00
							150.00
	Bill Pmt -Check	3245	04/22/2025	Aerex Pest Control Service, Inc.	Additional Pest Control Service	10201 · BOH General Fund Chk. (3563)	-45.00
TOTAL	Bill	2613477	04/01/2025		Additional Pest Control Service	56500.1 · Maintenance Svcs. - Interior	45.00
							45.00
	Bill Pmt -Check	3246	04/22/2025	Allegion Access Technologies, LLC	0010230917	10201 · BOH General Fund Chk. (3563)	-978.05
TOTAL	Bill	0907354313	04/19/2025		Exterior Door Inspection & Repair	56500.1 · Maintenance Svcs. - Interior	978.05
							978.05
	Bill Pmt -Check	3247	04/22/2025	Aurora Santos Santiago	Hiset Exam Reimbursement	10201 · BOH General Fund Chk. (3563)	-50.00
TOTAL	Bill	04152025	04/15/2025		Hiset Exam Reimbursement	54135 · Grant Program Supplies	50.00
							50.00
	Bill Pmt -Check	3248	04/22/2025	Baker & Taylor	VOID: Acct. #L425431 - Library Materials	10201 · BOH General Fund Chk. (3563)	0.00
TOTAL							0.00
	Bill Pmt -Check	3249	04/22/2025	Beteta Hernandez, Ximena	Contracted Marketing Support for April 2025	10201 · BOH General Fund Chk. (3563)	-880.00
TOTAL	Bill	04142025	04/14/2025		Contracted Marketing Support for April 2025	54110 · Contracted Services	880.00
							880.00
	Bill Pmt -Check	3250	04/22/2025	Brito, Carolina	April Counseling Services	10201 · BOH General Fund Chk. (3563)	-1,406.00
TOTAL	Bill	04012025	04/01/2025		April Counseling Services	54110 · Contracted Services	1,406.00
							1,406.00
	Bill Pmt -Check	3251	04/22/2025	Carlson, Nova	Makerspace Contracted Services for April 2025	10201 · BOH General Fund Chk. (3563)	-160.00
TOTAL	Bill	0411	04/11/2025		Makerspace Contracted Services for April 2025	54110 · Contracted Services	160.00
							160.00
	Bill Pmt -Check	3252	04/22/2025	City of Highwood.		10201 · BOH General Fund Chk. (3563)	-6,763.03
TOTAL	Bill	March 2025 IMRF	03/31/2025		IMRF Payment for March 2024	22100 · IMRF W/H Payable	3,970.03
	Bill	2025-WC1	04/17/2025		2025 Workman's Comp Insurance Coverage	55400.9 · Workers Compensation Insurance	2,793.00
							6,763.03

Highwood Public Library & Community Center

Check Detail

March 18 through April 22, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	3253	04/22/2025	Community Youth Network, Inc.	Contracted Counseling Services for March 2025	10201 · BOH General Fund Chk. (3563)	-1,170.00
	Bill	30679	03/31/2025		Contracted Counseling Services for March 2025	54110 · Contracted Services	1,170.00
TOTAL							1,170.00
	Bill Pmt -Check	3254	04/22/2025	Consuelo, Inc.	Therapy Services for April	10201 · BOH General Fund Chk. (3563)	-1,500.00
	Bill	1053	04/14/2025	NorthShore University HealthSystem	Therapy Services for April	54110 · Contracted Services	1,500.00
TOTAL							1,500.00
	Bill Pmt -Check	3255	04/22/2025	Demco	Processing Supplies	10201 · BOH General Fund Chk. (3563)	-103.57
	Bill	5086073800	03/27/2025		Processing Supplies	52650 · Processing Supplies	103.57
TOTAL							103.57
	Bill Pmt -Check	3256	04/22/2025	Garcia, Agustin	Community Health Worker Services Rendered fr	10201 · BOH General Fund Chk. (3563)	-810.00
	Bill	001	04/04/2025		Community Health Worker Services Rendered for	54110 · Contracted Services	810.00
TOTAL							810.00
	Bill Pmt -Check	3257	04/22/2025	Giraldo, Alexander	Contracted Marketing Support for March 2025	10201 · BOH General Fund Chk. (3563)	-800.00
	Bill	040822025	04/08/2025		Contracted Marketing Support for March 2025	54110 · Contracted Services	800.00
TOTAL							800.00
	Bill Pmt -Check	3258	04/22/2025	Hernandez, Jose M.	Community Health Worker Services Rendered fr	10201 · BOH General Fund Chk. (3563)	-360.00
	Bill	001-2	03/31/2025		Community Health Worker Services Rendered for	54110 · Contracted Services	360.00
TOTAL							360.00
	Bill Pmt -Check	3259	04/22/2025	Highwood Rec Center	VOID: Zumba Basement Fee - March	10201 · BOH General Fund Chk. (3563)	0.00
TOTAL							0.00
	Bill Pmt -Check	3260	04/22/2025	Hollis, Anthony	April Snow Removal	10201 · BOH General Fund Chk. (3563)	-35.00
	Bill	04022025	04/01/2025		April Snow Removal	56500.2 · Maintenance Svcs. - Exterior	35.00
TOTAL							35.00
	Bill Pmt -Check	3261	04/22/2025	Hoopla	March 2025 Usage	10201 · BOH General Fund Chk. (3563)	-361.41
	Bill	506970517	03/31/2025		March 2025 Usage	52350.3 · On-Line - Hoopla	361.41

Highwood Public Library & Community Center

Check Detail

March 18 through April 22, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							361.41
	Bill Pmt -Check	3262	04/22/2025	Keyth Technology, Inc.	Fire Monitoring 05/01/25-04/30/24	10201 · BOH General Fund Chk. (3563)	-372.00
	Bill	875783	04/01/2025		Fire Monitoring 05/01/24-04/30/25	56500.1 · Maintenance Svcs. - Interior	372.00
TOTAL							372.00
	Bill Pmt -Check	3263	04/22/2025	Knutson, Jim	Jan-April Managed IT Service, Travel & Supplies	10201 · BOH General Fund Chk. (3563)	-8,810.28
	Bill	04152025	04/15/2025		January Managed IT Service	56300 · IT/Computer Services	724.00
					February Managed IT Service	56300 · IT/Computer Services	745.00
					March Managed IT Service	56300 · IT/Computer Services	655.00
					April On Site & Managed IT Service	56300 · IT/Computer Services	1,880.00
					April On Site & Managed IT Service	54110 · Contracted Services	2,520.00
					On Site IT Service Travel Reimbursement	54110 · Contracted Services	1,918.00
					IT Supplies Reimbursement	54135 · Grant Program Supplies	368.28
TOTAL							8,810.28
	Bill Pmt -Check	3264	04/22/2025	Lara, Maria	April 2024 Professional Cleaning Services	10201 · BOH General Fund Chk. (3563)	-1,482.00
	Bill	04092025	04/09/2025		April 2024 Professional Cleaning Services	56200 · Cleaning Services	500.00
				NorthShore University HealthSystem	April 2024 Professional Cleaning Services	54110 · Contracted Services	982.00
TOTAL							1,482.00
	Bill Pmt -Check	3265	04/22/2025	Lauterbach & Amen, LLP	HIGHWOODPL	10201 · BOH General Fund Chk. (3563)	-800.00
	Bill	101177	02/21/2025		January 2025 Accounting Assistance	54110 · Contracted Services	800.00
TOTAL							800.00
	Bill Pmt -Check	3266	04/22/2025	Lomeli, Itzayana Rocio Gonzalez	April Community Health Education & Engageme	10201 · BOH General Fund Chk. (3563)	-1,660.00
	Bill	04102025	04/10/2025	NorthShore University HealthSystem	April Community Health Education & Engagement	54110 · Contracted Services	1,660.00
TOTAL							1,660.00
	Bill Pmt -Check	3267	04/22/2025	Plante & Moran, PLLC		10201 · BOH General Fund Chk. (3563)	-41,301.25
	Bill	10424102	04/02/2025		Accounting Services 3/16-3/28/2025	54110 · Contracted Services	11,000.00
					Accounting Services 3/16-3/28/2025	54110 · Contracted Services	1,973.75
	Bill	10430199	04/15/2025		Accounting Services 3/29-4/10/2025	54110 · Contracted Services	2,071.25
	Bill	10424080	04/03/2025		Accounting Services 2/25-3/15/2025	54110 · Contracted Services	23,789.27
					Accounting Services 2/25-3/15/2025	54110 · Contracted Services	2,466.98
TOTAL							41,301.25

Highwood Public Library & Community Center

Check Detail

March 18 through April 22, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	3268	04/22/2025	Quill	Acct. #C359709	10201 - BOH General Fund Chk. (3563)	-283.87
Bill	43122589	03/04/2025		Cleaning Supplies	55400.2 - Office/Library Supplies	31.95
Bill	43122347	03/04/2025		Cleaning Supplies	55400.2 - Office/Library Supplies	22.87
Bill	43207118	03/10/2025		Cleaning Supplies	55400.2 - Office/Library Supplies	132.74
Bill	43452072	03/26/2025		Cleaning & Office Supplies	55400.2 - Office/Library Supplies	96.31
TOTAL						283.87
Bill Pmt -Check	3269	04/22/2025	Ramirez, Laura		10201 - BOH General Fund Chk. (3563)	-98.08
Bill	01142025	01/14/2025		Mileage Reimbursement 1/14 & 1/24/25	54135 - Grant Program Supplies	60.14
Bill	03242025	03/24/2025		YA Spanish Books Reimbursement	52100.5 - Books F - Spanish Chld./Juv.	37.94
TOTAL						98.08
Bill Pmt -Check	3270	04/22/2025	Simon Pina, Beatriz	April Community Education & Engagement	10201 - BOH General Fund Chk. (3563)	-1,560.00
Bill	04072025	04/07/2025		April Community Education & Engagement	54110 - Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	3271	04/22/2025	Spanish Adult Literacy Consultant	Digital Navigation Services for April 2025	10201 - BOH General Fund Chk. (3563)	-5,500.00
Bill	04072025	04/07/2025	Lake County	Digital Navigation Services for April 2025	54110 - Contracted Services	5,500.00
TOTAL						5,500.00
Bill Pmt -Check	3272	04/22/2025	The Hartford	Surety Bond 05/01/25-05/01/26	10201 - BOH General Fund Chk. (3563)	-660.00
Bill	04082025	04/08/2025		Surety Bond 05/01/25-05/01/26	55400.8 - Liability/Property Insurance	660.00
TOTAL						660.00
Bill Pmt -Check	3273	04/22/2025	The I.T. Connection Inc.	VOID:	10201 - BOH General Fund Chk. (3563)	0.00
TOTAL						0.00
Bill Pmt -Check	3274	04/22/2025	Vazquez, Fabiola Hernandez	April Community Health Education & Engageme	10201 - BOH General Fund Chk. (3563)	-1,560.00
Bill	04072025	04/07/2025	NorthShore University HealthSystem	April Community Health Education & Engagement	54110 - Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	3275	04/22/2025	Wence, Diana		10201 - BOH General Fund Chk. (3563)	-237.79
Bill	12062025	12/06/2024		Meeting Supplies Reimbursement	54135 - Grant Program Supplies	21.36
Bill	12102024	12/10/2024		Program Supplies Reimbursement	54135 - Grant Program Supplies	41.07
Bill	12102024-2	12/10/2024		Program Supplies Reimbursement	54135 - Grant Program Supplies	19.97

Highwood Public Library & Community Center

Check Detail

March 18 through April 22, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	02182025	02/18/2025		Children's Program Supplies Reimbursement	54135 · Grant Program Supplies	123.40
Bill	03192025	03/19/2025		Children's Program Supplies Reimbursement	54135 · Grant Program Supplies	31.99
TOTAL						237.79
Bill Pmt -Check	3276	04/22/2025	Highwood Rec Center	Zumba Basement Fee - March	10201 · BOH General Fund Chk. (3563)	-175.00
Bill	41050	03/31/2025	NorthShore University HealthSystem	Zumba Basement Fee - March	54135 · Grant Program Supplies	175.00
TOTAL						175.00
Bill Pmt -Check	3277	04/22/2025	The I.T. Connection Inc.		10201 · BOH General Fund Chk. (3563)	-188.43
Bill	11403	03/31/2025		Telephone Service for March	55400.6 · Telecommunications/Internet	46.48
Bill	11367	04/29/2025		Internet Service for March	55400.6 · Telecommunications/Internet	80.00
Bill	11328	04/29/2025		Telephone Service for February	55400.6 · Telecommunications/Internet	61.95
TOTAL						188.43
Bill Pmt -Check	3278	04/22/2025	Baker & Taylor	Acct. #L425431 - Library Materials	10201 · BOH General Fund Chk. (3563)	-678.32
Bill	2038919907	03/04/2025		Books F - Adult	52100.1 · Books F - Adult	242.25
				Processing Supplies	52650 · Processing Supplies	27.47
Bill	2038919908	03/04/2025		Books NF - Adult	52150.1 · Books NF - Adult	245.48
				Processing Supplies	52650 · Processing Supplies	27.53
Bill	2038945309	03/25/2025		Books F - Adult	52100.1 · Books F - Adult	69.59
				52650 · Processing Supplies	52650 · Processing Supplies	8.35
Bill	2038945310	03/25/2025		Books NF - Spanish	52150.4 · Books NF - Spanish	11.67
				Processing Supplies	52650 · Processing Supplies	0.78
Bill	2038969674	04/02/2025		Books F - Adult	52100.1 · Books F - Adult	17.39
				Processing Supplies	52650 · Processing Supplies	2.09
Bill	H72068920	04/08/2025		A/V - Adult	52200.1 · A/V - Adult	25.72
TOTAL						678.32