



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

Location: Highwood Public Library  
Monday, April 27, 2026 – 7:00 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
  - a. Welcome Trustee Candidate
  - b. Reminder: complete Statement of Economic Interest
  - c. Term expirations
  - d. Reminder: Committee Reports
5. Secretary's report
  - a. Motion to approve minutes from March 16, 2026 regular meeting
6. Communication
7. Treasurer Report
  - a. Review of Financials
  - b. Motion to approve the April 2026 Invoices
8. Director's report
  - a. Public comment received via email and suggestion box
9. Committee reports
  - a. Finance Committee
  - b. Policy Committee
  - c. Building & Grounds
  - d. Technology Committee
  - e. Personnel Committee
10. Old business
11. New business
  - a. Discussion of policies: Board Bylaws, Meeting By Electronic Means, Public Comment at Board Meetings, and Posting of Agenda, Meeting Schedule, and Meeting Minutes
  - b. Motion to approve presented policies
  - c. Approval of FY27 Board meeting calendar
  - d. Review FY27 Budget
  - e. Motion to approve FY27 budget
  - f. Review Engberg Anderson's Capital Needs Assessment
  - g. Review IL Public Library Standards: Advocacy and Community Engagement
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 • Nancy Pastroff, Treasurer

Trustees: Bertha Chavez, Nora Loreda, Paul Martinez, Jason Muelver

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

Draft, not yet approved

**Highwood Library & Community Center  
Board of Trustees Regular Meeting – March 16, 2026**

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

**Ms. Hospodarsky called the meeting to order at 7:05 pm.**

**Public Comments:** None

**President’s Report** – Ms. Hospodarsky reminded the Board to complete Statement of Economic Interest. With a volunteer she is working on an approach for DCEO grant reimbursement. For annual performance appraisals, Director will review staff and Personnel Committee will conduct Director review in mid-April. Board is asked to fill out reviews. City plans to make PPRT payout by April 30. President sent sympathy gift to library’s business manager and thank you note to volunteer Chris Lovering.

**Secretary’s Report**

Ms. Hospodarsky moved to approve the February 23, 2026 regular meeting minutes. Ms. Cleland seconded and the motion carried unanimously.

**Communication:** An appreciation note was received in suggestion box. Staff member was thanked by family receiving groceries from Library. Feedback on adult programming was discussed. Illinois Library Presents and Libby not within current budget, and ILP available through different sources. Mr. Martinez will assist with hang tags/book recommendations, and Library is very interested in partnering with Fort Sheridan book club to carry their books.

**Treasurer’s Report**

Ms. Pastroff presented the February financials and March invoices.

- Branded materials for community outreach are being covered by grant
- Director will check if IT contractor billing is up to date
- Treasurer will ask accountant about negative accounts payable.

Ms. Hospodarsky moved to approve the March 2026 invoices as listed in the Check Detail, Ms. Loredo seconded, and the motion carried unanimously.

**Director’s Report**

Ms. Ramirez highlighted some items:

- The Dashboard document shows trends and progress toward goals for Nov-Jan quarter. Digital Navigation program continues with classes in English and Spanish.
- The new and privately funded Community Response Program was developed by a Friend of HLCC. It has increased providing groceries from 3 days/week to 6 days/week. Sunset Foods delivers food donations to Library.
- B&G Committee has grown membership.
- Financial Literacy grant was submitted. PNG grant was funded for teen services.
- OMNI services support a teen reset room for stress management

Draft, not yet approved

- Successfully transitioning high school diploma program to other community partners.
- Attended training on cost of ebooks and audiobooks
- Planned to cover responsibilities during Director vacation.

Board discussed role of advocacy on cost of ebooks/audiobooks and Ms. Cleland will send information on witness slips due Wednesday for bill in Illinois House.

### **Committee Reports**

Finance: Committee met just before this meeting. They are working through the bank for new credit card and will include IT contractor. President changed debit/day transaction limit with bank. Committee has a FY27 budget preparation timeline and will meet April 15th. City auditor sampling requests were fulfilled for FY25 audit.

Building and Grounds: Committee provided update on vestibule leak which seems to be an ice dam. Engberg Anderson will evaluate the roof area that hasn't recently been redone and present report in April with an expenditure profile over next 20-30 years.

Technology: met and revised Plan. Website accessibility being tested.

Personnel: will meet for Director evaluation

### **Old Business**

The Technology Plan was discussed. Director will share Assets/Equipment list with Board. Minor corrections made. Currently applying for a Security Grant to add cameras and keycard locks to doors.

Ms. Hospodarsky moved to approve the Technology Plan, Ms. Regalado seconded, and the motion carried unanimously.

Some minor changes were made in version 3 Succession Plan, and Bylaws were edited for April approval. Ms. Hospodarsky moved to approve the latest Succession Plan, Ms. Cleland seconded, and the motion carried unanimously.

### **New Business**

Ms. Regalado moved to approve the Bloodborne Pathogens policy as presented, Ms. Pastroff seconded, and the motion carried unanimously.

The Board reviewed Online Standards on Access for IL Public Libraries. There was discussion on advertising material delivery, and the distinction of designated spaces. Emergency signage will be made multilingual for safety.

Ms. Hospodarsky moved to approve the Summer Youth Employment Program Agreement, Ms. Regalado seconded, and the motion carried unanimously.

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

**Meeting adjourned at 8:38 pm.**

## Director's Report

April 27, 2026

### Library Updates

#### Admin/Accounting Current Month

- The FY25 audit was requested and delivered.
- Rebecca completed fiscal year-end grants adjustments, data review, and close projections.

#### Records Retention Building & Grounds

- No updates
- The B&G Committee met to review Engberg Anderson's updated capital needs assessment and review bids for an ISL Library Security grant.

#### Website & Technology

- The following post went live on March 17th. It generated over half of the traffic on our FB page during the month of March. This one post had 223 engaged users with a total post reach of 5519 users, highlighting the widespread need for food:

#### Highwood Library & Community Center's Post



Highwood Library & Community Center

March 17 · 🌐

Everyone needs a little extra support sometimes.

If you or your family need a bit of extra help with groceries, please know that we are here for you.

Highwood Library has grocery bags with food available when we open each day. To ensure we can support as many families as possible, this resource is limited to one bag per family, once per week.

Please stop by the Circulation Desk to pick up a bag.

Please note that this initiative is privately funded.

• • •

Todos necesitamos un poco de apoyo en algún momento.

Si usted o su familia necesitan un poco de ayuda adicional con alimentos, por favor sepa que estamos aquí para usted.

La biblioteca de Highwood ofrece bolsas de alimentos durante nuestro horario de servicio. Para asegurar que podamos apoyar a la mayor cantidad de familias posible, este recurso está limitado a una bolsa por familia, una vez por semana.

Le invitamos a pasar por el mostrador de circulación para recoger una bolsa.

Tenga en cuenta que esta iniciativa es financiada con fondos privados.



[#HLCC](#) [#HighwoodLibrary](#) [#CommunitySupport](#) [#HereForYou](#) [#LocalSupport](#)



#### Accessibility

- The Technology Committee met to discuss steps to make the website more accessible.

#### Communications

##### HR

- Multiple vendors and partner organizations requested to meet with the library.
- No updates this month.

#### Grant Update

##### Applications and Reports Submitted

- A donation and gift request form was submitted to a private donor.
- Reports were submitted to an anonymous donor and to the Highland Park Community Foundation.

##### Grant Awards

- Schreiber Philanthropy Fund awarded \$40,000 to the Friends of the Highwood Library for Impact and Sustainability and \$25,000 in unrestricted general support to the Friends of the Highwood Library.

##### Grant Reimbursements

- The Library received a reimbursement of \$41,192.53 from Lake County for the Digital Navigation program covering January 2026 expenses (4/1/2026).

## Outreach

- Lauren visited Highland Park High School on March 10, engaging 185 students and sharing information about Library programs, resources, and upcoming opportunities.
- Lauren connected with 235 students at Northwood Middle School on March 18, promoting Library services, teen programming, and ways to get involved.
- Diana represented Highwood Library at the Park District of Highland Park Egg Hunt on March 28, engaging 46 families and sharing information about Library programs.

## Children's Services (Diana W.)

### Highlight: Reading Across America: Oak Terrace Elementary Visit

- The Children's Department partnered with two third grade teachers from Oak Terrace Elementary School to kick off Reading Across America week. During their class visits, Diana read aloud to each class, and led a library scavenger hunt that encouraged students to explore different areas of the building to find their answers. Classes worked together collaboratively to complete the hunt and collected their prizes as a group, including free books and sensory bookmarks. – 39 participants

### Success Story: Mindful Thursdays: Vision Boards

During one of our Mindful Thursday activities, children were invited to create their own vision boards filled with images and words that reflect their interests, values, and how they see themselves. Participants also had the opportunity to take photos of themselves to add to their



boards, making each one uniquely personal.

Many of the children who attended are regular participants in our Thursday evening programming, and this session stood out for the level of engagement it inspired. As they worked on their boards, kids opened up about their hopes and future plans, sparking meaningful conversations among peers and with the adults in the room. The activity created a natural space for self-reflection and forward thinking, showing how mindfulness-based programming can

encourage children to think beyond the present and envision who they want to become. – 10 kids, 2 adults



## Teen Services (Lauren)

### Highlight: Accordion Book Workshop



A former art teacher volunteered her time this month to lead teens through the craft of



making accordion books. Participants were guided through each step of the process and were incredibly receptive to the volunteer's teaching style and expertise. The activity sparked immediate creative enthusiasm,

with several teens beginning to fill the pages of their finished books with their own writing before the session even ended! – 13 participants

### Success Story: Journaling Practice Builds Confidence and Writing Skills



In an effort to address anxieties around timed writing exercises and to strengthen penmanship, Teen Advisory Board meetings now open with a 20-minute journaling exercise. Teens select from one of four prompts and practice spelling, sentence structure, and narrative voice in a low-pressure setting. At the end of each meeting, YA staff collect the journals, read each entry, and provide thoughtful and constructive feedback. This intentional practice creates a consistent space for teens to develop their

writing skills while also feeling seen and supported by staff. Although the effort is still new, participants have already shown marked improvement in the depth and quality of their journal entries.

### Adult Services (Alex, Aurora)

#### Highlight: Early Voting and Election Day at Highwood Library



Early voting and Election Day voting for the primary midterm election were held at Highwood Library during the first half of March. A total of 2,190 voters cast their ballots at the library during the combined early voting and Election Day period. The process ran smoothly and voters expressed appreciation for the welcoming experience. The increased foot traffic also gave community members the opportunity to explore the library's recently updated spaces and learn more about available programs and services.

#### Highlight: Adult Crochet Program

Our monthly crochet program welcomed participants of all experience levels for a guided 90-minute session. Attendees followed along with an instructor to create a small project, working at their own pace in a relaxed and welcoming environment. The program continues to draw returning participants, with attendees expressing interest in coming back each month to build on their skills and enjoy a creative community space.



### Success Story: Building Trust, One Click at a Time

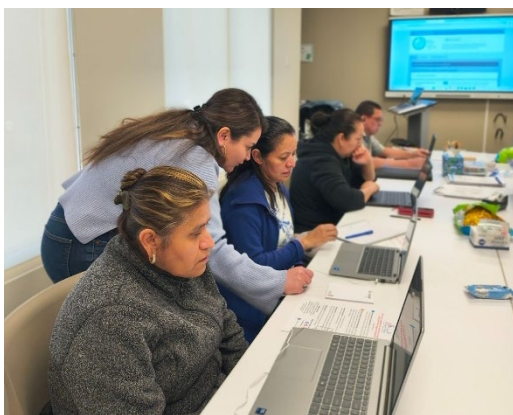


Navigators Betty and Carolina gently explained the value of having an email while fully affirming her right to choose, making it clear that her decision would be respected. Over time, as trust grew and confidence built, she decided to move forward and asked for support in setting up her account. She is now eager to continue learning and exploring new technology skills. Her journey is a reminder that patience, respect, and encouragement are just as important as the skills themselves.

### Success Story: From Fear to Confidence: Digital Literacy in Action

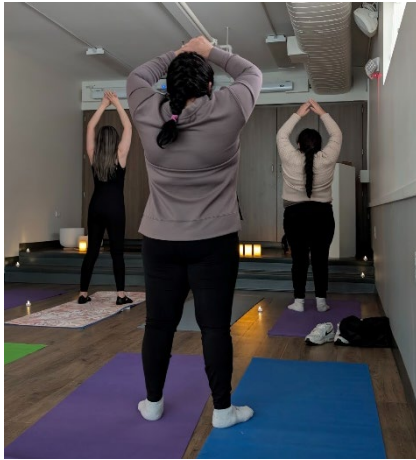


This month, our programs highlighted the powerful impact of digital literacy, ESL education, and community support. Most participants began their journey with little to no computer experience and genuine fear about their ability to learn. Through consistent participation and the supportive environment created by our Digital Navigators, that fear transformed into confidence and pride. Participants are now using technology in their daily lives, practicing English at home, accessing online services, completing job training programs, and setting new career goals. One participant shared that he now feels confident using a computer after starting with no knowledge at all, while another is actively pursuing a new career path after gaining essential digital skills. Despite challenges such as age, language barriers, and learning differences, participants continue to show remarkable resilience and determination. Their journeys reflect not only skill development but also increased independence, expanded opportunity, and a stronger sense of belonging within the community. – 73 one-on-one sessions



## Health Equity

### Highlight: Restorative Yoga with Ana Bee Well



This month, Health Equity welcomed spring with an invitation to pause and care for the whole self. Ana Bee Well led a restorative yoga session centered on inner strength and the importance of tending to the heart, especially during difficult times. Participants reported feeling connected to their inner power and experiencing relief from the weight of current events. For one participant, it was her very first yoga session, and she expressed surprise at how much it helped her state of mind, bringing her to a calmer and more peaceful encounter with herself. The group asked to meet weekly in person, reflecting the deep value this programming holds for participants. – 9 participants

### Case Management Essentials Expands to Meet Growing Need

In March, the Case Management Essentials initiative experienced significant growth in both reach and capacity. In addition to offering rescued food at the library, the program expanded to provide 15 bags of groceries each day, benefiting 90 families every week.

Members of the Wellness for Senior Adults program now also receive a grocery bag at each group session, further integrating food support into existing wellness programming.

To sustain this expansion, the Case Management Essentials team has grown from the Lead Case Manager and Case Manager to include three additional contractors responsible for ordering, volunteer coordination, and other logistics. This growth reflects both the increasing need within our community and the Library's commitment to showing up with meaningful, consistent support. Case Management Essentials is funded through private donations.

### Board Meeting Open Items

- None

### The Friends of the Highwood Public Library

- No updates

**Highwood Public Library & Community Center**  
**Balance Sheet w/Prior Month Comparison**  
As of March 31, 2026

	Mar 31, 26	Feb 28, 26	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>10000 · CASH &amp; INVESTMENT ACCOUNTS</b>				
10100 · Petty Cash/Cash On Hand	183.15	183.15	0.00	0.0%
10110 · Gift Cards on Hand				
10110.1 · Gift Cards-General	59.44	59.44	0.00	0.0%
10110.2 · Gift Cards-GEN Meal Assistance	1,000.00	1,000.00	0.00	0.0%
<b>Total 10110 · Gift Cards on Hand</b>	1,059.44	1,059.44	0.00	0.0%
10201 · BOH General Fund Chk. (3563)	130,999.19	29,233.22	101,765.97	348.1%
10203 · BOH General Money Market (2030)	3,594.01	66,593.07	-62,999.06	-94.6%
10206 · BOH Payroll Acct. Chk. (0133)	31,379.79	911.04	30,468.75	3,344.4%
10207 · BOH Convenience Fund Chk (2208)	1,488.54	3,951.81	-2,463.27	-62.3%
10216 · IMET Capital Impr. Fund (8102)	4,309.41	4,296.40	13.01	0.3%
10221 · IMET Reserve Fund (8101)	422,764.30	421,488.30	1,276.00	0.3%
<b>Total 10000 · CASH &amp; INVESTMENT ACCOUNTS</b>	595,777.83	527,716.43	68,061.40	12.9%
<b>Total Checking/Savings</b>	595,777.83	527,716.43	68,061.40	12.9%
<b>Other Current Assets</b>				
13600 · Grant Receivables	968,951.09	968,951.09	0.00	0.0%
14500 · Property Tax Receivable	337,838.00	337,838.00	0.00	0.0%
14600 · Due from Primary Government	704.31	704.31	0.00	0.0%
<b>Total Other Current Assets</b>	1,307,493.40	1,307,493.40	0.00	0.0%
<b>Total Current Assets</b>	1,903,271.23	1,835,209.83	68,061.40	3.7%
<b>TOTAL ASSETS</b>	<b>1,903,271.23</b>	<b>1,835,209.83</b>	<b>68,061.40</b>	<b>3.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
20000 · Accounts Payable	12,891.27	-1,967.07	14,858.34	755.4%
<b>Total Accounts Payable</b>	12,891.27	-1,967.07	14,858.34	755.4%
<b>Other Current Liabilities</b>				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	3,798.96	3,798.95	0.01	0.0%
<b>Total 22000 · Payroll Liabilities</b>	3,798.96	3,798.95	0.01	0.0%
24000 · Deferred Property Taxes	337,838.00	337,838.00	0.00	0.0%
25000 · Deferred Inflows of Resources	968,951.09	968,951.09	0.00	0.0%
<b>Total Other Current Liabilities</b>	1,310,588.05	1,310,588.04	0.01	0.0%
<b>Total Current Liabilities</b>	1,323,479.32	1,308,620.97	14,858.35	1.1%
<b>Total Liabilities</b>	1,323,479.32	1,308,620.97	14,858.35	1.1%
<b>Equity</b>				
32000 · Unrestricted Net Assets	544,167.89	544,167.89	0.00	0.0%
Net Income	35,624.02	-17,579.03	53,203.05	302.7%
<b>Total Equity</b>	579,791.91	526,588.86	53,203.05	10.1%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,903,271.23</b>	<b>1,835,209.83</b>	<b>68,061.40</b>	<b>3.7%</b>

## Highwood Public Library & Community Center Profit & Loss YTD Budget vs. Actual May 2025 through March 2026

	May '25 - Mar 26	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · GENERAL REVENUES</b>				
41100 · Tax Revenue - Lake County	334,828.93	337,838.00	-3,009.07	99.1%
41200 · Tax Revenue - PPRT	0.00	5,000.00	-5,000.00	0.0%
<b>41300 · Grants</b>				
41305 · Per Capita Grant	7,484.15	7,400.00	84.15	101.1%
41310 · Unrestricted Grants	30,000.00	0.00	30,000.00	100.0%
41320 · Temp. Restricted Grant Programs	683,838.88	1,201,647.04	-517,808.16	56.9%
<b>Total 41300 · Grants</b>	<b>721,323.03</b>	<b>1,209,047.04</b>	<b>-487,724.01</b>	<b>59.7%</b>
41400 · Interest & Dividends	15,422.53	5,000.00	10,422.53	308.5%
<b>Total 41000 · GENERAL REVENUES</b>	<b>1,071,574.49</b>	<b>1,556,885.04</b>	<b>-485,310.55</b>	<b>68.8%</b>
<b>42000 · OPERATING REVENUES</b>				
42100 · Fines, Fees & Damaged Materials	201.50	0.00	201.50	100.0%
42300 · Book Sales	1,109.35	800.00	309.35	138.7%
42600 · Photocopy, Scan, & Fax Revenue	2,099.28	2,200.00	-100.72	95.4%
<b>42900 · Gifts &amp; Donations</b>				
42900.1 · General Gifts & Donations	5,424.27	800.00	4,624.27	678.0%
42900.2 · Friends of the Library	347,719.06	5,937.00	341,782.06	5,856.8%
<b>Total 42900 · Gifts &amp; Donations</b>	<b>353,143.33</b>	<b>6,737.00</b>	<b>346,406.33</b>	<b>5,241.8%</b>
<b>Total 42000 · OPERATING REVENUES</b>	<b>356,553.46</b>	<b>9,737.00</b>	<b>346,816.46</b>	<b>3,661.8%</b>
49999 · Miscellaneous Income	687.05	0.00	687.05	100.0%
<b>Total Income</b>	<b>1,428,815.00</b>	<b>1,566,622.04</b>	<b>-137,807.04</b>	<b>91.2%</b>
<b>Expense</b>				
<b>51000 · PERSONNEL &amp; BENEFITS</b>				
51100 · Wages & Salaries	174,943.97	197,762.18	-22,818.21	88.5%
51115 · IMRF Expense	6,220.35	7,031.74	-811.39	88.5%
51120 · Medical/Health Insurance	19,365.17	21,125.66	-1,760.49	91.7%
51130 · Life Insurance	211.79	304.56	-92.77	69.5%
51140 · Employer FICA	13,383.02	15,128.81	-1,745.79	88.5%
51999 · Payroll Processing Fees	2,852.20	3,242.40	-390.20	88.0%
<b>Total 51000 · PERSONNEL &amp; BENEFITS</b>	<b>216,976.50</b>	<b>244,595.35</b>	<b>-27,618.85</b>	<b>88.7%</b>
<b>52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>				
<b>52100 · Books, Fiction</b>				
52100.1 · Books F - Adult	2,784.96	4,000.00	-1,215.04	69.6%
52100.2 · Books F - Children/Juvenile	5,169.93	2,500.00	2,669.93	206.8%
52100.3 · Books F - Young Adult	3,140.23	3,000.00	140.23	104.7%
52100.4 · Books F - Spanish Adult	620.51	1,000.00	-379.49	62.1%
52100.5 · Books F - Spanish Chld./Juv.	2,335.95	2,400.00	-64.05	97.3%
52100.6 · Books F - YA Spanish Fiction	2,055.65	2,000.00	55.65	102.8%
<b>Total 52100 · Books, Fiction</b>	<b>16,107.23</b>	<b>14,900.00</b>	<b>1,207.23</b>	<b>108.1%</b>
<b>52150 · Books, Non-Fiction</b>				
52150.1 · Books NF - Adult	2,438.78	3,100.00	-661.22	78.7%
52150.2 · Books NF - Children/Juvenile	2,514.72	2,700.00	-185.28	93.1%
52150.3 · Books NF - Young Adult	1,030.39	1,000.00	30.39	103.0%
52150.4 · Books NF - Spanish	1,530.68	2,000.00	-469.32	76.5%
<b>Total 52150 · Books, Non-Fiction</b>	<b>7,514.57</b>	<b>8,800.00</b>	<b>-1,285.43</b>	<b>85.4%</b>
<b>52200 · A/V Materials</b>				
52200.1 · A/V - Adult	1,426.99	2,000.00	-573.01	71.3%
52200.2 · A/V - Children/Juvenile	0.00	1,100.00	-1,100.00	0.0%
52200.6 · A/V Games	1,020.14	1,000.00	20.14	102.0%
<b>Total 52200 · A/V Materials</b>	<b>2,447.13</b>	<b>4,100.00</b>	<b>-1,652.87</b>	<b>59.7%</b>
<b>52350 · On-Line Resources</b>				
52350.3 · On-Line - Hoopla	5,152.03	3,900.00	1,252.03	132.1%
52350.4 · On-Line - eRead	1,350.00	850.00	500.00	158.8%
52650.6 · On-Line - Kanopy	0.00	1,250.00	-1,250.00	0.0%
<b>Total 52350 · On-Line Resources</b>	<b>6,502.03</b>	<b>6,000.00</b>	<b>502.03</b>	<b>108.4%</b>
<b>52400 · Periodicals</b>				
52400.1 · Periodicals - Adult	3,310.92	5,500.00	-2,189.08	60.2%
52400.3 · Periodicals - Subscription Svc	487.51	1,200.00	-712.49	40.6%
<b>Total 52400 · Periodicals</b>	<b>3,798.43</b>	<b>6,700.00</b>	<b>-2,901.57</b>	<b>56.7%</b>

# Highwood Public Library & Community Center

## Profit & Loss YTD Budget vs. Actual

May 2025 through March 2026

	May '25 - Mar 26	Budget	\$ Over Budget	% of Budget
52650 · Processing Supplies	1,554.91	876.00	678.91	177.5%
<b>Total 52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>	<b>37,924.30</b>	<b>41,376.00</b>	<b>-3,451.70</b>	<b>91.7%</b>
<b>53000 · PROGRAMMING</b>				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	450.00	500.00	-50.00	90.0%
53100.2 · Program Fac- Young Adult	320.00	600.00	-280.00	53.3%
53100.3 · Program Fac- Child	1,651.00	2,000.00	-349.00	82.6%
<b>Total 53100 · Library Program Facilitators</b>	<b>2,421.00</b>	<b>3,100.00</b>	<b>-679.00</b>	<b>78.1%</b>
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	457.90	1,000.00	-542.10	45.8%
53200.2 · Prog. Suppl. - Children	2,915.88	3,000.00	-84.12	97.2%
53200.3 · Prog. Suppl. - Young Adult	897.70	1,000.00	-102.30	89.8%
<b>Total 53200 · Program Supplies</b>	<b>4,271.48</b>	<b>5,000.00</b>	<b>-728.52</b>	<b>85.4%</b>
<b>Total 53000 · PROGRAMMING</b>	<b>6,692.48</b>	<b>8,100.00</b>	<b>-1,407.52</b>	<b>82.6%</b>
<b>54000 · GRANT EXPENSES</b>				
54110 · Contracted Services	277,761.83	392,258.00	-114,496.17	70.8%
54115 · Staff Development	6,570.81	6,300.00	270.81	104.3%
54120 · Wages & Salaries	519,523.57	570,991.45	-51,467.88	91.0%
54125 · Bonuses/Overtime	0.00	29,200.00	-29,200.00	0.0%
54130 · Employer FICA	37,458.72	43,680.84	-6,222.12	85.8%
54131 · IMRF Expense	14,579.14	20,912.61	-6,333.47	69.7%
54132 · Medical/Dental Benefits	58,552.25	63,690.75	-5,138.50	91.9%
54135 · Grant Program Supplies	126,872.07	55,741.81	71,130.26	227.6%
54185 · Grant Telecommunications	667.68	676.00	-8.32	98.8%
54196 · Liability/Property Insurance	2,843.00	2,839.00	4.00	100.1%
54199 · Indirect Costs to Operations	0.00	15,360.00	-15,360.00	0.0%
<b>Total 54000 · GRANT EXPENSES</b>	<b>1,044,829.07</b>	<b>1,201,650.46</b>	<b>-156,821.39</b>	<b>86.9%</b>
<b>55000 · GENERAL ADMINISTRATION</b>				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	4,293.30	3,800.00	493.30	113.0%
55100.2 · Library Board Expense	214.65	600.00	-385.35	35.8%
55100.3 · Travel Reimbursement	17.30	200.00	-182.70	8.7%
<b>Total 55100 · Library Board &amp; Staff Expenses</b>	<b>4,525.25</b>	<b>4,600.00</b>	<b>-74.75</b>	<b>98.4%</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%
55200.5 · Hardware Purchases	1,857.27	1,000.00	857.27	185.7%
55200.6 · Software	360.53	500.00	-139.47	72.1%
<b>Total 55200 · Technology</b>	<b>3,427.80</b>	<b>4,500.00</b>	<b>-1,072.20</b>	<b>76.2%</b>
55300 · Furniture & Equipment				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%
55300.3 · Equipment Purchases	1,031.97	250.00	781.97	412.8%
<b>Total 55300 · Furniture &amp; Equipment</b>	<b>1,031.97</b>	<b>550.00</b>	<b>481.97</b>	<b>187.6%</b>
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	5,560.92	6,263.15	-702.23	88.8%
55400.3 · Membership Dues/Fees	1,706.60	1,785.00	-78.40	95.6%
55400.4 · Licensing Fees	8,009.67	3,560.00	4,449.67	225.0%
55400.5 · Postage & Shipping Fees	426.30	300.00	126.30	142.1%
55400.6 · Telecommunications/Internet	2,827.71	3,696.00	-868.29	76.5%
55400.8 · Liability/Property Insurance	8,902.00	11,646.00	-2,744.00	76.4%
55400.9 · Workers Compensation Insurance	0.00	2,800.00	-2,800.00	0.0%
<b>Total 55400 · General Office/Administration</b>	<b>27,433.20</b>	<b>30,050.15</b>	<b>-2,616.95</b>	<b>91.3%</b>
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	0.00	500.00	-500.00	0.0%
55500.7 · Newsletter	420.75	459.00	-38.25	91.7%
<b>Total 55500 · Outreach &amp; Public Relations</b>	<b>420.75</b>	<b>959.00</b>	<b>-538.25</b>	<b>43.9%</b>
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	151.95	0.00	151.95	100.0%
55600.3 · Other Bank Fees	0.00	20.00	-20.00	0.0%
55600 · Bank/Svc. Fees & Fin. Charges - Other	36.50			
<b>Total 55600 · Bank/Svc. Fees &amp; Fin. Charges</b>	<b>188.45</b>	<b>20.00</b>	<b>168.45</b>	<b>942.3%</b>

## Highwood Public Library & Community Center

### Profit & Loss YTD Budget vs. Actual

May 2025 through March 2026

	May '25 - Mar 26	Budget	\$ Over Budget	% of Budget
<b>Total 55000 · GENERAL ADMINISTRATION</b>	37,027.42	40,679.15	-3,651.73	91.0%
<b>56000 · PROFESSIONAL/CONTRACT SERVICES</b>				
56100 · Accounting Services	2,650.00	2,650.00	0.00	100.0%
56150 · Audit Services	4,000.00	4,000.00	0.00	100.0%
56200 · Cleaning Services	18,120.00	15,000.00	3,120.00	120.8%
56300 · IT/Computer Services	3,225.00	6,000.00	-2,775.00	53.8%
56400 · Legal Services	0.00	500.00	-500.00	0.0%
<b>56500 · Maintenance Services</b>				
56500.1 · Maintenance Svcs. - Interior	6,753.76	4,732.00	2,021.76	142.7%
56500.2 · Maintenance Svcs. - Exterior	2,285.66	1,880.00	405.66	121.6%
56500.3 · Preventative Maintenance	12,706.79	4,500.00	8,206.79	282.4%
<b>Total 56500 · Maintenance Services</b>	21,746.21	11,112.00	10,634.21	195.7%
56600 · Hiring Services	0.00	815.00	-815.00	0.0%
<b>Total 56000 · PROFESSIONAL/CONTRACT SERVICES</b>	49,741.21	40,077.00	9,664.21	124.1%
<b>Total Expense</b>	1,393,190.98	1,576,477.96	-183,286.98	88.4%
<b>Net Ordinary Income</b>	35,624.02	-9,855.92	45,479.94	-361.4%
<b>Net Income</b>	<b>35,624.02</b>	<b>-9,855.92</b>	<b>45,479.94</b>	<b>-361.4%</b>

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

March 2026

	Mar 26	Feb 26	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · GENERAL REVENUES</b>				
<b>41300 · Grants</b>				
41320 · Temp. Restricted Grant Programs	62,801.52	4,500.00	58,301.52	1,295.6%
<b>Total 41300 · Grants</b>	62,801.52	4,500.00	58,301.52	1,295.6%
41400 · Interest & Dividends	1,289.95	1,202.99	86.96	7.2%
<b>Total 41000 · GENERAL REVENUES</b>	64,091.47	5,702.99	58,388.48	1,023.8%
<b>42000 · OPERATING REVENUES</b>				
42100 · Fines, Fees & Damaged Materials	0.00	41.00	-41.00	-100.0%
42300 · Book Sales	0.00	23.00	-23.00	-100.0%
42600 · Photocopy, Scan, & Fax Revenue	78.55	334.95	-256.40	-76.6%
<b>42900 · Gifts &amp; Donations</b>				
42900.1 · General Gifts & Donations	18.93	218.93	-200.00	-91.4%
42900.2 · Friends of the Library	144,000.00	0.00	144,000.00	100.0%
<b>Total 42900 · Gifts &amp; Donations</b>	144,018.93	218.93	143,800.00	65,683.1%
<b>Total 42000 · OPERATING REVENUES</b>	144,097.48	617.88	143,479.60	23,221.3%
<b>Total Income</b>	208,188.95	6,320.87	201,868.08	3,193.7%
<b>Expense</b>				
<b>51000 · PERSONNEL &amp; BENEFITS</b>				
51100 · Wages & Salaries	15,212.50	15,212.50	0.00	0.0%
51115 · IMRF Expense	540.90	540.90	0.00	0.0%
51120 · Medical/Health Insurance	1,760.47	1,760.47	0.00	0.0%
51130 · Life Insurance	21.20	21.20	0.00	0.0%
51140 · Employer FICA	1,163.74	1,163.74	0.00	0.0%
51999 · Payroll Processing Fees	134.00	208.40	-74.40	-35.7%
<b>Total 51000 · PERSONNEL &amp; BENEFITS</b>	18,832.81	18,907.21	-74.40	-0.4%
<b>52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>				
<b>52100 · Books, Fiction</b>				
52100.1 · Books F - Adult	221.59	305.76	-84.17	-27.5%
52100.2 · Books F - Children/Juvenile	574.00	712.31	-138.31	-19.4%
52100.3 · Books F - Young Adult	279.88	305.90	-26.02	-8.5%
52100.5 · Books F - Spanish Chld./Juv.	350.64	333.78	16.86	5.1%
52100.6 · Books F - YA Spanish Fiction	237.46	297.63	-60.17	-20.2%
<b>Total 52100 · Books, Fiction</b>	1,663.57	1,955.38	-291.81	-14.9%
<b>52150 · Books, Non-Fiction</b>				
52150.1 · Books NF - Adult	272.16	257.54	14.62	5.7%
52150.3 · Books NF - Young Adult	63.97	126.27	-62.30	-49.3%
52150.4 · Books NF - Spanish	719.50	0.00	719.50	100.0%
<b>Total 52150 · Books, Non-Fiction</b>	1,055.63	383.81	671.82	175.0%
<b>52200 · A/V Materials</b>				
52200.1 · A/V - Adult	555.94	0.00	555.94	100.0%
<b>Total 52200 · A/V Materials</b>	555.94	0.00	555.94	100.0%
<b>52350 · On-Line Resources</b>				
52350.3 · On-Line - Hoopla	447.88	419.06	28.82	6.9%
<b>Total 52350 · On-Line Resources</b>	447.88	419.06	28.82	6.9%
<b>52400 · Periodicals</b>				
52400.1 · Periodicals - Adult	114.73	230.97	-116.24	-50.3%
<b>Total 52400 · Periodicals</b>	114.73	230.97	-116.24	-50.3%
<b>52650 · Processing Supplies</b>	76.61	125.09	-48.48	-38.8%

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

March 2026

	Mar 26	Feb 26	\$ Change	% Change
<b>Total 52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>	3,914.36	3,114.31	800.05	25.7%
<b>53000 · PROGRAMMING</b>				
<b>53100 · Library Program Facilitators</b>				
53100.2 · Program Fac- Young Adult	-420.00	100.00	-520.00	-520.0%
<b>Total 53100 · Library Program Facilitators</b>	-420.00	100.00	-520.00	-520.0%
<b>53200 · Program Supplies</b>				
53200.1 · Prog. Suppl. - Adult	220.10	16.58	203.52	1,227.5%
53200.2 · Prog. Suppl. - Children	264.11	137.18	126.93	92.5%
53200.3 · Prog. Suppl. - Young Adult	17.98	77.25	-59.27	-76.7%
<b>Total 53200 · Program Supplies</b>	502.19	231.01	271.18	117.4%
<b>Total 53000 · PROGRAMMING</b>	82.19	331.01	-248.82	-75.2%
<b>54000 · GRANT EXPENSES</b>				
54110 · Contracted Services	38,804.75	22,388.00	16,416.75	73.3%
54115 · Staff Development	3,173.78	0.00	3,173.78	100.0%
54120 · Wages & Salaries	44,916.59	45,075.33	-158.74	-0.4%
54130 · Employer FICA	3,223.44	3,235.56	-12.12	-0.4%
54131 · IMRF Expense	999.08	993.32	5.76	0.6%
54132 · Medical/Dental Benefits	5,418.00	5,418.00	0.00	0.0%
54135 · Grant Program Supplies	27,911.34	26,036.01	1,875.33	7.2%
54185 · Grant Telecommunications	16.99	61.54	-44.55	-72.4%
<b>Total 54000 · GRANT EXPENSES</b>	124,463.97	103,207.76	21,256.21	20.6%
<b>55000 · GENERAL ADMINISTRATION</b>				
<b>55100 · Library Board &amp; Staff Expenses</b>				
55100.1 · Staff Development	0.00	673.00	-673.00	-100.0%
<b>Total 55100 · Library Board &amp; Staff Expenses</b>	0.00	673.00	-673.00	-100.0%
<b>55200 · Technology</b>				
55200.6 · Software	0.00	16.35	-16.35	-100.0%
<b>Total 55200 · Technology</b>	0.00	16.35	-16.35	-100.0%
<b>55400 · General Office/Administration</b>				
55400.2 · Office/Library Supplies	568.11	872.97	-304.86	-34.9%
55400.3 · Membership Dues/Fees	0.00	250.00	-250.00	-100.0%
55400.4 · Licensing Fees	855.00	426.98	428.02	100.2%
55400.6 · Telecommunications/Internet	50.01	278.18	-228.17	-82.0%
<b>Total 55400 · General Office/Administration</b>	1,473.12	1,828.13	-355.01	-19.4%
<b>55500 · Outreach &amp; Public Relations</b>				
55500.7 · Newsletter	38.25	38.25	0.00	0.0%
<b>Total 55500 · Outreach &amp; Public Relations</b>	38.25	38.25	0.00	0.0%
<b>55600 · Bank/Svc. Fees &amp; Fin. Charges</b>				
55600.2 · Payment Processing Fees	4.67	13.71	-9.04	-65.9%
55600 · Bank/Svc. Fees & Fin. Charges - Other	36.50	0.00	36.50	100.0%
<b>Total 55600 · Bank/Svc. Fees &amp; Fin. Charges</b>	41.17	13.71	27.46	200.3%
<b>Total 55000 · GENERAL ADMINISTRATION</b>	1,552.54	2,569.44	-1,016.90	-39.6%
<b>56000 · PROFESSIONAL/CONTRACT SERVICES</b>				
56200 · Cleaning Services	3,120.00	1,200.00	1,920.00	160.0%
<b>56500 · Maintenance Services</b>				
56500.1 · Maintenance Svcs. - Interior	2,950.03	164.40	2,785.63	1,694.4%
56500.2 · Maintenance Svcs. - Exterior	70.00	121.10	-51.10	-42.2%
56500.3 · Preventative Maintenance	0.00	2,242.50	-2,242.50	-100.0%
<b>Total 56500 · Maintenance Services</b>	3,020.03	2,528.00	492.03	19.5%
<b>Total 56000 · PROFESSIONAL/CONTRACT SERVICES</b>	6,140.03	3,728.00	2,412.03	64.7%

**Highwood Public Library & Community Center**  
**Profit & Loss w/Prior Month Comparison**  
March 2026

---

	<u>Mar 26</u>	<u>Feb 26</u>	<u>\$ Change</u>	<u>% Change</u>
Total Expense	154,985.90	131,857.73	23,128.17	17.5%
Net Ordinary Income	53,203.05	-125,536.86	178,739.91	142.4%
Net Income	<u>53,203.05</u>	<u>-125,536.86</u>	<u>178,739.91</u>	<u>142.4%</u>

## Highwood Public Library & Community Center

### Check Detail

March 24 through April 22, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	03/31/2026	7Gen	Professional Development - Coaching	10207 · BOH Convenience Fund Chk (2208)	-1,497.00
Bill	1025	03/09/2026		Professional Development - Coaching	54115 · Staff Development	1,497.00
TOTAL						1,497.00
Bill Pmt -Check	Debit Card	03/31/2026	Amazon.com		10207 · BOH Convenience Fund Chk (2208)	-3,916.86
Bill	11176969770518649	02/27/2026		Mini Refrigerator (paid by private donation)	54135 · Grant Program Supplies	289.99
Bill	11360792021682658	03/03/2026		Books NF - Spanish	52150.4 · Books NF - Spanish	159.54
Bill	11340337921619435	03/03/2026		Books NF - Spanish	52150.4 · Books NF - Spanish	18.38
Bill	11306786932633034	03/03/2026		A/V - Adult	52200.1 · A/V - Adult	71.48
Bill	11394153888618619	03/03/2026		Makerspace Supplies	54135 · Grant Program Supplies	46.70
Bill	11397027945046642	03/03/2026		Makerspace Supplies	54135 · Grant Program Supplies	44.48
Bill	11349999455971425	03/03/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	37.91
Bill	11134017048001037	03/06/2026		Children's Program Supplies	54135 · Grant Program Supplies	124.25
Bill	11295710115221059	03/06/2026		Adult Services Program Supplies	53200.1 · Prog. Suppl. - Adult	31.58
Bill	11130100033527442	03/09/2026		Children's Library of Things & Toys	54135 · Grant Program Supplies	84.77
Bill	11128281127968209	03/09/2026		Children's Games & Toys	53200.2 · Prog. Suppl. - Children	27.38
Bill	11127645520455403	03/09/2026		Children's Giveaways	54135 · Grant Program Supplies	15.98
Bill	11193533044113834	03/09/2026		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	241.05
Bill	11172497003629858	03/09/2026		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	281.65
Bill	11125306510163467	03/09/2026		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	57.29
Bill	11185635282233000	03/10/2026		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	3.29
Bill	11175755604060215	03/10/2026		Children's Tween Program Supplies	54135 · Grant Program Supplies	146.68
Bill	11177191100296203	03/12/2026		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	53.96
Bill	11114097335876241	03/12/2026		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	22.98
Bill	11168680977862602	03/12/2026		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	5.99
Bill	11161960305270610	03/12/2026		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	355.79
Bill	11185000989477843	03/16/2026		Children's Program Supplies	54135 · Grant Program Supplies	70.14
Bill	11133907262637840	03/16/2026		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	40.57
Bill	11183840884393040	03/18/2026		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	47.96
Bill	11141550696717825	03/18/2026		Children's Program Supplies	54135 · Grant Program Supplies	60.62
Bill	11476205453107449	03/19/2026		Books F - Adult	52100.1 · Books F - Adult	221.59
Bill	11468812728870632	03/19/2026		A/V - Adult	52200.1 · A/V - Adult	295.07
Bill	11489336055443448	03/19/2026		A/V - Adult	52200.1 · A/V - Adult	26.77
Bill	11194819605417026	03/19/2026		Children's Library of Things & Program Supplies	54135 · Grant Program Supplies	171.94
Bill	11127253482281031	03/20/2026		Books NF - Spanish	52150.4 · Books NF - Spanish	221.41
Bill	11317815980551445	03/20/2026		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	17.98
Bill	11189475081509862	03/24/2026		Books NF - Spanish	52150.4 · Books NF - Spanish	64.13
Bill	11109559947748217	03/24/2026		Books NF - Spanish	52150.4 · Books NF - Spanish	26.95
Bill	11253034632420227	03/26/2026		Books NF - Spanish	52150.4 · Books NF - Spanish	198.14
Bill	11254149622656228	03/26/2026		Books NF - Spanish	52150.4 · Books NF - Spanish	30.95
Bill	11194399005742615	03/27/2026		A/V - Adult	52200.1 · A/V - Adult	100.75
Bill	11181673645844245	03/27/2026		A/V - Adult	52200.1 · A/V - Adult	61.87

**Highwood Public Library & Community Center**  
**Check Detail**  
March 24 through April 22, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11117256580298648	03/03/2026		Children's Program Supplies	54135 · Grant Program Supplies	102.94
Bill	11162901461038656	03/18/2026		Children's Program Supplies	54135 · Grant Program Supplies	35.96
TOTAL						3,916.86
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Barnes &amp; Noble</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-487.55</b>
Bill	1799188514251250	02/27/2026		Books F - Adult	52100.1 · Books F - Adult	215.39
Bill	1802345514279517	03/12/2026		Books NF - Adult	52150.1 · Books NF - Adult	272.16
TOTAL						487.55
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Big Ed's BBQ</b>	<b>Staff Recognition Supplies</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-251.78</b>
Bill	03172026	03/17/2026		Staff Recognition Supplies	54115 · Staff Development	251.78
TOTAL						251.78
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Comcast</b>	<b>Telecom Services for 02/16-03/15/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-177.83</b>
Bill	02092026	02/09/2026		Telecom Services for 02/16-03/15/26	55400.6 · Telecommunications/Internet	177.83
TOTAL						177.83
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Cricut</b>	<b>Cricut Access Standard Annual Subscription</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-95.88</b>
Bill	190932045	03/19/2026		Cricut Access Standard Annual Subscription	54135 · Grant Program Supplies	95.88
TOTAL						95.88
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>D's Coffee Shop</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-157.70</b>
Bill	03032026	03/03/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	48.94
Bill	03172026	03/17/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	54.38
Bill	03242026	03/24/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	54.38
TOTAL						157.70
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Deluxe for Business</b>	<b>AP Checks Reorder</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-415.27</b>
Bill	9010415570	03/26/2026		AP Checks Reorder	55400.2 · Office/Library Supplies	415.27
TOTAL						415.27
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>DePaul University</b>	<b>Staff Training - D. Guerrero</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-1,425.00</b>
Bill	03192026	03/19/2026		Staff Training - D. Guerrero	54115 · Staff Development	993.88
				4.22.26 Reallocation of Grant Overspend	54115 · Staff Development	431.12
TOTAL						1,425.00
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Ellii</b>	<b>Ellii Plus Plan 3/29/26-3/29/27</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-181.98</b>

## Highwood Public Library & Community Center

### Check Detail

March 24 through April 22, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	359795	03/29/2026		Ellii Plus Plan 3/29/26-3/29/27	53200.1 · Prog. Suppl. - Adult	180.00
				Ellii Plus Plan 3/29/26-3/29/27 Payment Fee	53200.1 · Prog. Suppl. - Adult	1.98
TOTAL						181.98
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Google</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-86.53</b>
Bill	5516884921	02/28/2026		Google Telecom for February	54185 · Grant Telecommunications	44.55
Bill	5504947687	02/28/2026		Google Workspace for February - Additional & Arch	55400.4 · Licensing Fees	41.98
TOTAL						86.53
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Gourmet Frog</b>	<b>Senior Wellness Program Supplies</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-53.41</b>
Bill	03102026	03/10/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	53.41
TOTAL						53.41
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Highwood Chamber of Commerce</b>	<b>2026 Annual Membership Dues</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-250.00</b>
Bill	4971	02/24/2026		2026 Annual Membership Dues	55400.3 · Membership Dues/Fees	250.00
TOTAL						250.00
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Jewel</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-186.59</b>
Bill	03022026-2	03/02/2026		Staff Recognition Supplies	54135 · Grant Program Supplies	13.28
Bill	03042026	03/04/2026		HE Program Supplies	54135 · Grant Program Supplies	21.98
Bill	03062026	03/06/2026		YA Program Supplies	54135 · Grant Program Supplies	55.50
Bill	03112026	03/11/2026		Charlas Program Supplies	54135 · Grant Program Supplies	23.91
Bill	03182026	03/18/2026		HE Program Supplies	54135 · Grant Program Supplies	23.94
Bill	03252026	03/25/2026		HE Program Supplies	54135 · Grant Program Supplies	24.53
Bill	03022026	03/02/2026		HE Program Supplies	54135 · Grant Program Supplies	23.45
TOTAL						186.59
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>La Union Supermarket</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-46.40</b>
Bill	03032026	03/03/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	8.45
Bill	03172026	03/17/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	15.04
Bill	03242026	03/24/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	22.91
TOTAL						46.40
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>LAO SZE CHUAN</b>	<b>Staff Supplies for Community Repsonse</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-204.00</b>
Bill	32FC5X	03/09/2026		Staff Supplies for Community Repsonse	54135 · Grant Program Supplies	204.00
TOTAL						204.00
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Mailchimp</b>	<b>Monthly Subscription 03/12-04/11/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-38.25</b>

## Highwood Public Library & Community Center

### Check Detail

March 24 through April 22, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	MC18256267	03/12/2026		Monthly Subscription 03/12-04/11/26	55500.7 · Newsletter	38.25
TOTAL						38.25
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Mariano's</b>	<b>Staff Community Response Supplies</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-25.78</b>
Bill	03092026	03/09/2026		Staff Community Response Supplies	54135 · Grant Program Supplies	25.78
TOTAL						25.78
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Menards</b>	<b>Exterior Light Timer</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-23.63</b>
Bill	03072026	03/07/2026		Exterior Light Timer	56500.1 · Maintenance Svcs. - Interior	23.63
TOTAL						23.63
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>OpenAI, LLC</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-40.00</b>
Bill	4LB5FJ2J-0009	02/28/2026		ChatGPT Subscription 2/28-03/30/26	54135 · Grant Program Supplies	20.00
Bill	4LB5FJ2J-0010	03/30/2026		ChatGPT Subscription 03/30-04/30/26	54135 · Grant Program Supplies	20.00
TOTAL						40.00
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Secret World Books</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-507.40</b>
Bill	000095	03/02/2026		Books NF - Young Adult	52150.3 · Books NF - Young Adult	63.97
Bill	000096	03/02/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	199.55
Bill	000094	03/02/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	243.88
TOTAL						507.40
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Simple Practice</b>	<b>Appointment Scheduler for 03/03-04/03/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-247.00</b>
Bill	724EA5F5-0059	03/03/2026		Appointment Scheduler for 03/03-04/03/26	54135 · Grant Program Supplies	247.00
TOTAL						247.00
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>T-Mobile</b>	<b>Internet Service 02/22-03/21/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-10.00</b>
Bill	02212026	02/21/2026		Internet Service 02/22-03/21/26	55400.6 · Telecommunications/Internet	10.00
TOTAL						10.00
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>USA Today</b>	<b>Newspaper Subscription 01/31-4/30/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-114.73</b>
Bill	03282026	03/28/2026		Newspaper Subscription 01/31-4/30/26	52400.1 · Periodicals - Adult	114.73
TOTAL						114.73
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Vivint, Inc.</b>	<b>Smart Home Service 03/16/26-04/15/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-35.14</b>
Bill	242030396	03/16/2026		Smart Home Service 03/16/26-04/15/26	56500.1 · Maintenance Svcs. - Interior	35.14
TOTAL						35.14

**Highwood Public Library & Community Center**  
**Check Detail**  
March 24 through April 22, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Walgreens</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-13.86</b>
Bill	03132026	03/13/2026		Condolence Card	54135 · Grant Program Supplies	9.80
Bill	03242026	03/24/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	4.06
TOTAL						<u>13.86</u>
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Walmart</b>	<b>YA Program Supplies</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-36.02</b>
Bill	03072026	03/07/2026		YA Program Supplies	53200.2 · Prog. Suppl. - Children	36.02
TOTAL						<u>36.02</u>
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Woodmans Markets</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-16,607.90</b>
Bill	02272026	02/27/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	128.50
Bill	02272026-2	02/27/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	128.68
Bill	02272026-3	02/27/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	121.62
Bill	02272026-4	02/27/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	122.11
Bill	02272026-5	02/27/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	120.99
Bill	02272026-6	02/27/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	120.99
Bill	02272026-7	02/27/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	121.83
Bill	02272026-8	02/27/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	121.25
Bill	03022026	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.66
Bill	03022026-2	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	110.78
Bill	03022026-3	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	122.75
Bill	03022026-4	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.53
Bill	03022026-6	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.81
Bill	03022026-7	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.98
Bill	03022026-9	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.83
Bill	03022026-10	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.92
Bill	03022026-11	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.07
Bill	03022026-13	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.36
Bill	03022026-14	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.90
Bill	03022026-16	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	112.48
Bill	03022026-17	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	2.72
Bill	03022026-18	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	200.43
Bill	03022026-19	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.41
Bill	03022026-24	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.08
Bill	03022026-27	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.44
Bill	03022026-28	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.10
Bill	03022026-29	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.70
Bill	03022026-5	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.45
Bill	03022026-8	03/02/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	128.78
Bill	03032026	03/03/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	112.01
Bill	03032026-2	03/03/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	123.82

## Highwood Public Library & Community Center

### Check Detail

March 24 through April 22, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	03032026-3	03/03/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	124.48
Bill	03032026-4	03/03/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.65
Bill	03032026-5	03/03/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.22
Bill	03032026-6	03/03/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.66
Bill	03032026-7	03/03/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	124.38
Bill	03072026	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.06
Bill	03072026-2	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.70
Bill	03072026-3	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.24
Bill	03072026-4	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.35
Bill	03072026-5	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.89
Bill	03072026-6	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	128.34
Bill	03072026-7	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.00
Bill	03072026-8	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	128.14
Bill	03072026-9	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.96
Bill	03072026-10	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.48
Bill	03072026-11	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.14
Bill	03072026-12	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.13
Bill	03072026-13	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	128.24
Bill	03072026-14	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	128.03
Bill	03072026-15	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.02
Bill	03072026-16	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.22
Bill	03072026-17	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.51
Bill	03072026-18	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.07
Bill	03072026-19	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	124.75
Bill	03072026-20	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.64
Bill	03072026-21	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.08
Bill	03072026-22	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	124.89
Bill	03072026-23	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	129.56
Bill	03072026-24	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.96
Bill	03082026-2	03/07/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	129.18
Bill	03082026	03/08/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.88
Bill	03082026-3	03/08/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.58
Bill	03082026-4	03/08/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	129.11
Bill	03082026-5	03/08/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.72
Bill	03082026-6	03/08/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.39
Bill	03082026-7	03/08/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	130.30
Bill	03082026-8	03/08/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	131.46
Bill	03122026	03/12/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	124.58
Bill	03122026-2	03/12/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.76
Bill	03122026-3	03/12/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.96
Bill	03122026-4	03/12/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.13
Bill	03122026-5	03/12/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.53
Bill	03122026-6	03/12/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.72
Bill	03132026	03/13/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.61
Bill	03132026-2	03/13/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.93
Bill	03132026-3	03/13/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.08

## Highwood Public Library & Community Center

### Check Detail

March 24 through April 22, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	03132026-4	03/13/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.60
Bill	03132026-5	03/13/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.70
Bill	03132026-6	03/13/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.28
Bill	03132026-7	03/13/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.19
Bill	03132026-8	03/13/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.03
Bill	03152026	03/15/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	129.44
Bill	03152026-2	03/15/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	129.56
Bill	03152026-3	03/15/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.26
Bill	03152026-4	03/15/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.63
Bill	03152026-5	03/15/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.02
Bill	03152026-6	03/15/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.20
Bill	03152026-7	03/15/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.24
Bill	03162026	03/16/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.73
Bill	03162026-2	03/16/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.63
Bill	03162026-3	03/16/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.71
Bill	03162026-4	03/16/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.63
Bill	03162026-5	03/16/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.90
Bill	03162026-6	03/16/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.50
Bill	03162026-7	03/16/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.42
Bill	03162026-8	03/16/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	129.67
Bill	03162026-9	03/16/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	121.60
Bill	03162026-10	03/16/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.15
Bill	03162026-11	03/16/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.21
Bill	03202026	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.62
Bill	03202026-2	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.96
Bill	03202026-3	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.96
Bill	03202026-4	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.93
Bill	03202026-5	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.92
Bill	03202026-6	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.79
Bill	03202026-7	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.38
Bill	03202026-8	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.93
Bill	03202026-10	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.39
Bill	03202026-11	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.52
Bill	03202026-12	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.88
Bill	03202026-13	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.30
Bill	03202026-14	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.30
Bill	03202026-15	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.25
Bill	03202026-16	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.05
Bill	03202026-17	03/20/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.79
Bill	03222026	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.21
Bill	03222026-1	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	125.40
Bill	03222026-2	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	128.79
Bill	03222026-3	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.93
Bill	03222026-4	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	128.36
Bill	03222026-5	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	129.06
Bill	03222026-6	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	117.38

## Highwood Public Library & Community Center

### Check Detail

March 24 through April 22, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	03222026-7	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.97
Bill	03222026-8	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.97
Bill	03222026-9	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.22
Bill	03222026-10	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	128.93
Bill	03222026-11	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	128.43
Bill	03222026-12	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	127.01
Bill	03222026-13	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	128.75
Bill	03222026-14	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	129.56
Bill	03222026-15	03/22/2026		Community Response Feeding Families Supplies	54135 · Grant Program Supplies	126.97
TOTAL						<u>16,607.90</u>
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Yen Press</b>	<b>Books F - Young Adult</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-36.00</b>
Bill	03162026	03/16/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	36.00
TOTAL						<u>36.00</u>
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>03/31/2026</b>	<b>Zoom Video Communications Inc</b>	<b>Health Equity Subscription 03/19/26-04/18/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-16.99</b>
Bill	INV346484865	03/19/2026		Health Equity Subscription 03/19/26-04/18/26	54185 · Grant Telecommunications	16.99
TOTAL						<u>16.99</u>
<b>Bill Pmt -Check</b>	<b>3602</b>	<b>04/21/2026</b>	<b>Aerex Pest Control Service, Inc.</b>	<b>Additional Pest Control Service</b>	<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-50.00</b>
Bill	2672146	04/16/2026		Additional Pest Control Service	56500.1 · Maintenance Svcs. - Interior	50.00
TOTAL						<u>50.00</u>
<b>Bill Pmt -Check</b>	<b>3603</b>	<b>04/21/2026</b>	<b>Arteaga, Axel</b>	<b>Case Management Contracted Services Rendered</b>	<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-2,136.75</b>
Bill	001-3	03/04/2026		Case Management Contracted Services Rendered	54110 · Contracted Services	2,136.75
TOTAL						<u>2,136.75</u>
<b>Bill Pmt -Check</b>	<b>3604</b>	<b>04/21/2026</b>	<b>Beteta Hernandez, Ximena</b>	<b>Contracted Marketing Support for April 2026</b>	<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-1,200.00</b>
Bill	04012026	04/01/2026		Contracted Marketing Support for April 2026	54110 · Contracted Services	1,200.00
TOTAL						<u>1,200.00</u>
<b>Bill Pmt -Check</b>	<b>3605</b>	<b>04/21/2026</b>	<b>Brito, Carolina</b>	<b>April 2026 Counseling Services</b>	<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-2,080.00</b>
Bill	04012026	04/01/2026		April 2026 Counseling Services	54110 · Contracted Services	2,080.00
TOTAL						<u>2,080.00</u>
<b>Bill Pmt -Check</b>	<b>3606</b>	<b>04/21/2026</b>	<b>Carlson, Nova</b>	<b>YA Facilitator Contracted Services for April 2026</b>	<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-198.00</b>
Bill	04022026	04/02/2026		YA Facilitator Contracted Services for April 2026	54110 · Contracted Services	198.00
TOTAL						<u>198.00</u>

## Highwood Public Library & Community Center

### Check Detail

March 24 through April 22, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	3607	04/21/2026	City of Highwood.	IMRF Payment for March 2026	10201 · BOH General Fund Chk. (3563)	-3,652.66
Bill	March 2026 IMRF	04/01/2026		IMRF Payment for March 2026	22100 · IMRF W/H Payable	3,652.66
TOTAL						<u>3,652.66</u>
Bill Pmt -Check	3608	04/21/2026	Consuelo, Inc.	Therapy Services for April 2026	10201 · BOH General Fund Chk. (3563)	-2,100.00
Bill	1085	04/03/2026	NorthShore University HealthSystem	Therapy Services for April 2026	54110 · Contracted Services	2,100.00
TOTAL						<u>2,100.00</u>
Bill Pmt -Check	3609	04/21/2026	Dawn Sheree Coaching, LLC	Staff Coaching Services	10201 · BOH General Fund Chk. (3563)	-1,200.00
Bill	0426	04/16/2026		Staff Coaching Services	54115 · Staff Development	1,200.00
TOTAL						<u>1,200.00</u>
Bill Pmt -Check	3610	04/21/2026	Demco	Processing Supplies	10201 · BOH General Fund Chk. (3563)	-76.61
Bill	7781162	03/20/2026		Processing Supplies	52650 · Processing Supplies	76.61
TOTAL						<u>76.61</u>
Bill Pmt -Check	3611	04/21/2026	Giraldo, Alexander	Contracted Marketing Support for April 2026	10201 · BOH General Fund Chk. (3563)	-1,300.00
Bill	04022026	04/02/2026		Contracted Marketing Support for April 2026	54110 · Contracted Services	1,300.00
TOTAL						<u>1,300.00</u>
Bill Pmt -Check	3612	04/21/2026	Hernandez, Jose M.	Community Health Worker Services Rendered for	10201 · BOH General Fund Chk. (3563)	-520.00
Bill	013	04/01/2026		Community Health Worker Services Rendered for	54110 · Contracted Services	520.00
TOTAL						<u>520.00</u>
Bill Pmt -Check	3613	04/21/2026	Highwood Rec Center	Zumba Basement Fee - March	10201 · BOH General Fund Chk. (3563)	-175.00
Bill	41613	03/31/2026		Zumba Basement Fee - March	54135 · Grant Program Supplies	175.00
TOTAL						<u>175.00</u>
Bill Pmt -Check	3614	04/21/2026	Hollis, Anthony	March Grounds Care	10201 · BOH General Fund Chk. (3563)	-70.00
Bill	03312026	03/31/2026		March Grounds Care	56500.2 · Maintenance Svcs. - Exterior	70.00
TOTAL						<u>70.00</u>
Bill Pmt -Check	3615	04/21/2026	Hoopla	March 2026 Usage	10201 · BOH General Fund Chk. (3563)	-447.88
Bill	508660986	03/31/2026		March 2026 Usage	52350.3 · On-Line - Hoopla	447.88
TOTAL						<u>447.88</u>

**Highwood Public Library & Community Center**  
**Check Detail**  
March 24 through April 22, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	3616	04/21/2026	Knutson, Jim	IT Services - October 2025 - April 2026	10201 · BOH General Fund Chk. (3563)	<b>-8,155.00</b>
Bill	04132026	04/13/2026		Remote IT Services for October 2025	56300 · IT/Computer Services	645.00
				Remote IT Services for November 2025	56300 · IT/Computer Services	665.00
				On Site IT Services for December 2025-February 2	56300 · IT/Computer Services	20.00
				On Site IT Services for December 2025-February 2	54110 · Contracted Services	5,380.00
				Remote IT Services for March 2026	56300 · IT/Computer Services	685.00
				Remote IT Services for April 2026	56300 · IT/Computer Services	760.00
TOTAL						<u>8,155.00</u>
Bill Pmt -Check	3617	04/21/2026	Kuo, Amanda	Adult Programming Supplies Reimbursement	10201 · BOH General Fund Chk. (3563)	<b>-6.54</b>
Bill	03132026	03/13/2026		Adult Programming Supplies Reimbursement	53200.1 · Prog. Suppl. - Adult	6.54
TOTAL						<u>6.54</u>
Bill Pmt -Check	3618	04/21/2026	Lara, Maria	April 2026 Professional Cleaning Services	10201 · BOH General Fund Chk. (3563)	<b>-1,560.00</b>
Bill	03232026	03/23/2026		April 2026 Professional Cleaning Services	56200 · Cleaning Services	1,560.00
TOTAL						<u>1,560.00</u>
Bill Pmt -Check	3619	04/21/2026	Lenzini, Pat	Children's Mrs. Claus Winterfest Program Facilit	10201 · BOH General Fund Chk. (3563)	<b>-140.00</b>
Bill	12132025	12/13/2025		Children's Mrs. Claus Winterfest Program Facilitato	53100.3 · Program Fac- Child	140.00
TOTAL						<u>140.00</u>
Bill Pmt -Check	3620	04/21/2026	Lomeli, Itzayana Rocio Gonzalez	Digital Navigation Contractual Support for April	10201 · BOH General Fund Chk. (3563)	<b>-1,104.00</b>
Bill	04022026	04/02/2026		Digital Navigation Contractual Support for April	54110 · Contracted Services	1,104.00
TOTAL						<u>1,104.00</u>
Bill Pmt -Check	3621	04/21/2026	Mak, Maria Teresa	Community Support Contracted Services for Ap	10201 · BOH General Fund Chk. (3563)	<b>-1,848.00</b>
Bill	3	03/30/2026		Community Support Contracted Services for April 2	54110 · Contracted Services	1,848.00
TOTAL						<u>1,848.00</u>
Bill Pmt -Check	3622	04/21/2026	Mejia, Cecilia A Limon	Community Support Contracted Services for Ap	10201 · BOH General Fund Chk. (3563)	<b>-1,848.00</b>
Bill	001-3	04/06/2026		Community Support Contracted Services for April 2	54110 · Contracted Services	1,848.00
TOTAL						<u>1,848.00</u>
Bill Pmt -Check	3623	04/21/2026	Northern Weathermakers HVAC		10201 · BOH General Fund Chk. (3563)	<b>-5,391.26</b>
Bill	0777388	03/30/2026		HVAC Repair in Community Room	56500.1 · Maintenance Svcs. - Interior	423.38
Bill	0776617	03/30/2026		RTU #3 Heat Exchanger & Exhaust Replacement	54110 · Contracted Services	2,500.00

## Highwood Public Library & Community Center

### Check Detail

March 24 through April 22, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
				RTU #3 Heat Exchanger & Exhaust Replacement	56500.1 · Maintenance Svcs. - Interior	2,467.88
TOTAL						5,391.26
<b>Bill Pmt -Check</b>	<b>3624</b>	<b>04/21/2026</b>	<b>Patel, Kush</b>	<b>April Adult Digital Literacy Education &amp; Engager</b>	<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-736.00</b>
Bill	04012026	04/01/2026		April Adult Digital Literacy Education & Engagemen	54110 · Contracted Services	736.00
TOTAL						736.00
<b>Bill Pmt -Check</b>	<b>3625</b>	<b>04/21/2026</b>	<b>Quill</b>	<b>Acct. #C359709</b>	<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-221.89</b>
Bill	46569762	11/12/2025		Cleaning Supplies	55400.2 · Office/Library Supplies	62.94
Bill	47497385	01/22/2026		Cleaning Supplies	55400.2 · Office/Library Supplies	62.14
Bill	48068728	03/06/2026		Library Office & Cleaning Supplies	55400.2 · Office/Library Supplies	96.81
TOTAL						221.89
<b>Bill Pmt -Check</b>	<b>3626</b>	<b>04/21/2026</b>	<b>Ramirez, Laura</b>		<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-108.74</b>
Bill	03132026	03/13/2026		Staff Recognition Supplies Reimbursement	54135 · Grant Program Supplies	92.75
Bill	03272026	03/27/2026		Grant Program Supplies Reimbursement	54135 · Grant Program Supplies	15.99
TOTAL						108.74
<b>Bill Pmt -Check</b>	<b>3627</b>	<b>04/21/2026</b>	<b>Rinuarts, LLC</b>	<b>Staff Recognition Event</b>	<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-650.00</b>
Bill	042426	04/21/2026		Staff Recognition Event	54115 · Staff Development	650.00
TOTAL						650.00
<b>Bill Pmt -Check</b>	<b>3628</b>	<b>04/21/2026</b>	<b>Simon Pina, Beatriz</b>		<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-2,235.30</b>
Bill	04062026	04/06/2026		April Adult Services Contractual Support	54110 · Contracted Services	27.30
Bill	04062026	04/06/2026		April Adult Digital Literacy Education & Engagemen	54110 · Contracted Services	2,208.00
TOTAL						2,235.30
<b>Bill Pmt -Check</b>	<b>3629</b>	<b>04/21/2026</b>	<b>Spanish Adult Literacy Consultant</b>	<b>Digital Navigation Services for April 2026</b>	<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-5,583.00</b>
Bill	04022026	04/02/2026		Digital Navigation Services for April 2026	54110 · Contracted Services	5,583.00
TOTAL						5,583.00
<b>Bill Pmt -Check</b>	<b>3630</b>	<b>04/21/2026</b>	<b>The Hartford</b>	<b>Treasurer's Surety Bond 05/01/26-05/01/27</b>	<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-660.00</b>
Bill	04082026	04/08/2026		Treasurer's Surety Bond 05/01/26-05/01/27	55400.8 · Liability/Property Insurance	660.00
TOTAL						660.00
<b>Bill Pmt -Check</b>	<b>3631</b>	<b>04/21/2026</b>	<b>The Honey Method</b>	<b>Wellness Professional Development Facilitator I</b>	<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-1,000.00</b>
Bill	144	03/14/2026		Wellness Professional Development Facilitator Fee	54110 · Contracted Services	1,000.00

**Highwood Public Library & Community Center**  
**Check Detail**  
March 24 through April 22, 2026

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL							1,000.00
	Bill Pmt -Check	3632	04/21/2026	The I.T. Connection Inc.	Telephone Service for March	10201 · BOH General Fund Chk. (3563)	-50.01
	Bill	12392	03/31/2026		Telephone Service for March	55400.6 · Telecommunications/Internet	50.01
TOTAL							50.01
	Bill Pmt -Check	3633	04/21/2026	Valadez Finest Landscape	Spring 2026 Cleanup & Gutter Cleaning	10201 · BOH General Fund Chk. (3563)	-230.00
	Bill	04092026	04/09/2026		Spring 2026 Cleanup & Gutter Cleaning	56500.2 · Maintenance Svcs. - Exterior	230.00
TOTAL							230.00
	Bill Pmt -Check	3634	04/21/2026	Vazquez, Fabiola Hernandez	April Community Health Education & Engageme	10201 · BOH General Fund Chk. (3563)	-1,560.00
	Bill	04022026	04/02/2026		April Community Health Education & Engagement	54110 · Contracted Services	1,213.33
					April Community Health Education & Engagement	54110 · Contracted Services	346.67
TOTAL							1,560.00
	Bill Pmt -Check	3635	04/21/2026	Vergara Castrejon, Oralia	April Zumba Instructor Services	10201 · BOH General Fund Chk. (3563)	-90.00
	Bill	004	04/23/2026		April Zumba Instructor Services	54110 · Contracted Services	90.00
TOTAL							90.00
	Bill Pmt -Check	3636	04/21/2026	Wence, Diana		10201 · BOH General Fund Chk. (3563)	-114.07
	Bill	03042026	03/04/2026		Library Kitchen Supplies Reimbursement	55400.2 · Office/Library Supplies	51.34
	Bill	03222026	03/22/2026		Children's Program Supplies Reimbursement	53200.2 · Prog. Suppl. - Children	31.95
	Bill	03242026	03/24/2026		Library Office & Cleaning Supplies Reimbursement	55400.2 · Office/Library Supplies	30.78
TOTAL							114.07
	Bill Pmt -Check	3637	04/22/2026	Sunset Foods	Community Response Groceries for March 2026	10201 · BOH General Fund Chk. (3563)	-9,655.11
	Bill	03312026	03/31/2026		Community Response Groceries for March 2026	54135 · Grant Program Supplies	9,655.11
TOTAL							9,655.11