



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

Location: Highwood Public Library
Monday, August 24, 2026 – 7:00 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
5. Secretary's report
 - a. Motion to approve minutes from July 27, 2026 regular meeting and executive session minutes.
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the August 2026 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
 - d. Technology Committee
 - e. Personnel
10. Old business
11. New business
 - a. Discussion of policies: Financial Management, Material Selection, Resource Sharing, Soliciting & Selling, Meeting Space, Personnel
 - b. Motion to approve the presented policies
 - c. Discussion of updates to version 2.0 of the Resolution for the Transfer of Unrestricted Funds
 - d. Motion to approve updated Resolution
 - e. Discussion of Lake County contract to host early voting & voting day in March – April 2027
 - f. Motion to approve Polling Place Contract
 - g. Review Illinois Public Library Standards: Finance and Budget
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: Shelby Drury, Ty Grigg, Nora Loreda, Paul Martinez

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 – July 27, 2026**

Present—Trustees: Janell Cleland, Shelby Drury, Ty Grigg, Lucy Hospodarsky, Nora Loreda, Catherine Regalado; Laura Ramirez, Director

Absent: Paul Martinez, Nancy Pastroff

Ms. Hospodarsky called the meeting to order at 7:00 pm.

Public Comments – None

President's Report

- Former Director Joan Retnauer has passed away.
- President has created a trustee training log on the shared drive. Recent training shared that new ILA priorities include a trustee training requirement and increase in Per Capita Grant.
- President will forward email to Board to advocate for ALA Save our E-Rate campaign, submitting comments to FCC.

Mr. Martinez arrived at 7:04 pm.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes of the June 22, 2026 regular meeting. Ms. Drury seconded, and the motion carried unanimously.

Communication – under President's report.

Treasurer's Report

The June financials and July invoices were presented by the President.

There is a new treasurer surety bond for Ms. Pastroff. Insurance under Grants covers health equity professional liability. Directors and Officers insurance is provided through the City. Ms. Hospodarsky moved to approve the July 2026 invoices as listed in the Check Detail, Ms. Regalado seconded, and the motion carried unanimously.

Director's Report

Ms. Ramirez highlighted some items:

- Summer reading program had many teens and children signing up on the first day.
- Increased monthly door count showing visits returning to previous levels.
- Budget reflects growth in Children's Services, especially Bilingual Baby & Toddler Storytime, which takes place at 10:30 am before library opens.
- BLOOM/FLORECE program linking tutor with adult English learner to provide 1:1 speaking practice has been launched. Additional conversation volunteers are needed to match more registrants.
- High School Diploma program continues.
- Charlas program held an Opioid Overdose Prevention class, continuing important education in harm reduction for this community.
- An anonymous donor and a foundation have helped 17 children with a summer camp opportunity at Camp Apachi. The camp has invited HLCC staff to tour next week.

Draft, not yet approved

- Suggestion box comments were read and discussed. HLCC values and strategic plan cover inclusivity and creating a community for all. There is a process for collection complaints.
- Two staff members who attended ALA conference in Chicago collected free books for Library collection.

Committee Reports

Finance: met immediately before the meeting. FY25 audit: clean, signed management letter, waiting on receipt of final audit. FY26 audit: will begin soon. Committee edited the Financial Management policy to reflect recent resolution about assigning unrestricted funds, which will also be updated for August approval.

Policy: Committee met and welcomed Ms. Drury. There were updates to Author Visit, Photography and Media Relations, and Security Cameras policies.

Building and Grounds: Committee met and welcomed Ms. Kristy. Mr. Levy has stepped down as a volunteer to become a contractor. They discussed key card system, physical barricades, exterior lighting, and a possible DCEO grant supported by Bob Morgan to improve HVAC. Old AC unit needed a service call and front landscaping has been handled.

Technology: Mr. Grigg reported that the Committee met and is working on a WCAG standard for accessibility of all digital content that the library produces (website, social media), and will host a training. Mr. Yoder created a first draft plan, and a scanner to flag issues, and will next create a work flow to demonstrate movement toward compliance. Access to Google workspace for Friends is being restored after a change in leadership.

New Business

Ms. Hospodarsky moved to approve Author Visit, Photography & Media Relations, and Security Camera policies. Ms. Cleland seconded, and the motion carried unanimously.

Team training is scheduled for Monday September 21, 2026. Staff will be recertified in CPR and Stop the Bleed by HPFD in one session, followed by HLCC emergency procedures training. Ms. Hospodarsky moved to approve closing the library on 9/21/26 for an all-staff training day, Ms. Loreda seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to go into Executive Session based on 5 ILCS 120/Sec 2(c) 1 to discuss personnel, Ms. Regalado seconded, and the motion carried unanimously.

Executive Session was entered at 8:03 pm.

Regular meeting was called back to order at 8:30 pm.

Ms. Hospodarsky moved to approve signing the Memorandum of Understanding (MOU) and Ms. Cleland seconded. The vote was unanimous by roll call.

Yes: Loreda, Hospodarsky, Drury, Martinez, Regalado, Grigg, Cleland

Ms. Regalado moved to approve the amended executive meeting minutes from June 22, 2026, Ms. Hospodarsky seconded, and the motion carried unanimously.

Draft, not yet approved

Ms. Hospodarsky moved to adjourn the meeting, Ms. Regalado seconded, and the motion carried unanimously.

Meeting adjourned at 8:31 pm.



Director's Report: Library Updates August 24, 2026

Admin/Accounting Current Month Records Retention Building & Grounds

- Plante Moran's FY26 close finalization is scheduled to commence August 7, with an anticipated delivery of financial statements to the auditor by the end of September.
- No updates
- B&G Committee met on July 27th to discuss internal and external maintenance, and quotes for two capital improvements grants.

Website & Technology Accessibility Communications

- No updates
- No updates
- A Zumba participant shared, "I just want to share how much I love the class... From the welcoming team, to the fabulous instructor and class, to the short discussions at the end where opportunities for support within the community are shared; everything is top-notch and clearly based on a great sense of caring for the community. Thank you for providing this!"

HR

- New counseling contractor Carmela Medina began in July.
- New Facilities Contractor Marcus Levy began in July.
- Alexander Giraldo's marketing support contract with the Library has concluded.

Grant Update

- A Grant Application was submitted to the Highland Park Community Foundation.
- The Library received a supplemental reimbursement of \$255.93 from Lake County for the Digital Navigation program, issued to correct a prior reimbursement.

Outreach

- Lauren represented Highwood Library at Celebrate Highwood's Wednesday Evening Gourmet Market on July 22, connecting with 157 community members and sharing information about Library programs, resources, and upcoming opportunities.

Library Services

- The Library's door count reached 5,564 in July, the second highest count of 2026 and a continuation of June's summer momentum. Study room requests also increased to the highest level of the year to date.
- In July, the Library began offering additional eBooks through the Libby platform, which provides both eBooks and e-audiobooks to Highwood patrons. Libby joins Hoopla and the Palace Project App as digital reading options available to Library users. 50 e-titles were checked out on the Libby app in July alone.

Summer Reading

- In line with the Summer Reading Theme *Plant a Seed, Read*, the Library hosted two Gardening from Seed workshops, welcoming a total of 21 participants. Both sessions were well attended and created an engaging environment where community members learned the fundamentals of starting plants from seed, caring for seedlings, and planning a successful garden. By the end of the workshops, participants reported increased knowledge and confidence in their gardening abilities. Many shared that they now feel prepared to start their own gardens next season, applying what they learned to grow fresh produce at home. – 21 participants
- The Summer Reading Program continued to attract new children, with 17 child readers currently in the running for one of five grand prizes.
- With the Summer Reading Program drawing to a close on August 7, the final teen participant count stands at 54 teen readers who collectively read 185 books between June 5 and August 1, an average of 3.5 books per participant in just under two



months. This year's challenge was intentionally designed to push teens beyond their graphic novel and manga comfort zone, incorporating prompts that encouraged exploration of new genres and formats. The results reflect a meaningful expansion of teen reading habits and a successful summer of literary growth.

Children's Services (Diana W.)

Programming for Babies and Toddlers

The Children's Department hosted its annual Baby Rave this month, transforming the Community Room into a festive space for babies and toddlers to dance, play, and party. Little ones delighted in the ball pit, foam toys, and glow-in-the-dark balloons and glasses. The event was a joyful celebration of the Library's youngest community members, and the Children's Services looks forward to bringing it back again next year. – 20 kids, 14 adults

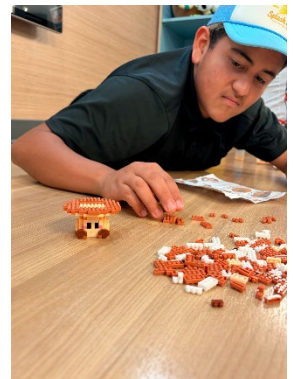


Baby and Toddler Storytime and Jam Sessions continued to grow in attendance throughout July, including a special outdoor storytime held in partnership with the Lake County Health Department. Baby & Toddler Jam Sessions (Wednesdays) reached 44 kids total, with an average of 11 kids per session. Bilingual Baby & Toddler Storytime (Tuesdays and Thursdays) reached a total of 118 kids, with an average of 15 kids per session.



Success Story: Tween Programming

This past year, Children's Services and Teen Services partnered to offer special programming designed just for tweens ages 8 to 12. The collaboration has opened up a meaningful opportunity to engage this age group in creative, hands-on experiences tailored to their interests. In July, both the Build a Mini Brick Set and Design Your Own Pen programs were standout successes, drawing enthusiastic participation and giving staff a chance to deepen their relationships with tween patrons. As the school year approaches, the team looks forward to continuing to grow this programming and engaging with tweens even more. – 26 kids



Teen Services (Lauren)



Inaugural Teen Library Olympics

Teen Services hosted the first-ever Teen Library Olympics this month, challenging participants to a series of Minute-to-Win-It style competitions with a chance to get their country on the podium. The event was uplifting, silly, and full of energy, giving teens a chance to practice teamwork, sportsmanship, and perseverance in a fun and low-stakes setting. The

enthusiasm in the room was clear, with teens sharing feedback throughout the evening: "Can we please do this again?", "This is so much fun!", and "We should have more programs like this!" – 8 participants



Success Story: The Reset Room: Record Attendance and Real Impact

This month marked the conclusion of the Library's 6-week partnership with OMNI through The Reset Room program. Over the course of the series, visiting therapist Matt worked with teens to build stronger self-images and introduced new stress management techniques through interactive games and art, helping participants prepare for the upcoming school

year. This session recorded the highest attendance in the history of the partnership, with 30 total participants across six weeks. The program's consistent growth reflects the real need for mental health support among teens and the trust that has been built between participants and the Library over time. – 30 participants

Adult Services (Aurora)

Career Pathways Program: Connecting Participants to Industry Training



This month the Library continued building its Career Pathways Program by launching the first stage of the initiative: connecting participants with industry training providers that offer certifications leading to high-demand careers. Representatives from Tesla Training Center and Symbol Training Institute introduced participants to career opportunities, training requirements, available certifications, and potential workforce pathways. These informational sessions are designed to help participants explore career options, make informed decisions, and identify the training program that best aligns with their goals. By exposing participants to a variety of career pathways early in the process, the Library is helping them build confidence, expand their knowledge of available opportunities, and begin planning for long-term economic mobility. – 24 participants



Tertulias: Reading, Reflection, and Community

This month the Library hosted three Tertulia sessions, creating a welcoming space where community members came together to read, reflect, and engage in meaningful conversation. July discussions focused on The Power of Reading, Cultural Identity, and The Power of Community Participation. A total of 21 participants attended, sharing personal experiences, exchanging ideas, and learning from one another in an environment built on respect and curiosity. At the conclusion of the series, every participant expressed the importance of having a space

like this in the community and shared a strong desire for the program to continue. Their feedback affirmed that the Tertulias are meeting a need that extends beyond education, providing a place where participants feel heard, connected, and inspired to engage more actively in their community. – 21 participants

Digital Navigation: Meeting Learners Where They Are

This month, our Digital Navigation program continued to meet participants wherever they are on their digital learning journey. Some entered the classroom having never touched a laptop before, while others came with some work experience but wanted to build greater confidence with technology. Our classes provide a welcoming environment where learners can develop practical skills at their own pace. The Library also continues to see the determination of the families it serves. Several participants bring their children to class because it is the only way they can attend. Despite balancing work, parenting, and other responsibilities, they remain committed to learning and investing in their futures. In July, 7 Computer Northstar Group sessions served 37 participants, 3 Computer Basics Level II sessions reached 18 participants, 85 one-on-one Digital Navigation sessions were offered, and 2 Northstar sessions in English served 3 participants.



BLOOM/FLORECE 1:1: Growing Together

The BLOOM 1:1 program continues to demonstrate the transformative impact of personalized learning. This month, volunteers and participants worked on real-life conversations tailored to each learner's needs, with some focusing on vocabulary for the restaurant industry and others practicing language related to financial education and everyday interactions. Participants who completed their first six weeks returned asking to continue meeting with their tutors, sharing that they feel more comfortable speaking English at work and are eager to keep improving. Volunteers expressed excitement about witnessing participants' progress firsthand. – 69 one-on-one tutoring sessions



Adult Services (Alex)

DIY Clay Infuser Stones

Adults tried their hand at mixing clay with essential oils to create their own infuser stones as part of the Library's ongoing Art Workshop for Adults program. – 3 participants



Health Equity (Viri)

A New Program Launches: Art Therapy for Middle Schoolers

This month, we launched an Art Therapy group for middle schoolers ages 11 to 14. Through art projects, participants have the opportunity to express themselves, build confidence, learn healthy coping skills, and connect with peers in a relaxed and welcoming environment. We will share a full success story in next month's report as the group concludes. – 8 participants

Case Management Essentials: Supporting Lucia

This month the Health Equity team supported Lucia*, a single mother of a five-year-old. Lucia reached out to the Library's Lead Case Manager seeking support with food insecurity and basic needs. Through the Case Management Essentials program, she was connected to food, which provided greater stability for her family. Time and transportation have been significant barriers for Lucia's ability to access healthcare for her child. Through the Library's partnership with the Ronald McDonald Care Mobile, Lucia was able to access the vaccinations and physical examination her child needed to start kindergarten, without the burden of additional transportation. Lucia shared that she is grateful to have found a trusted place where she can access resources that address her family's immediate needs and help her feel supported.

Success Story: A Family Finds a Lifeline

Virginia* is a grandmother in her 60s and the sole caregiver for her five grandchildren, ages 4 to 13. Due to a disability, she is unable to work and has been receiving ongoing support from the library's case manager for several years. She also receives food support. The library's case manager works closely with the local school district to help ensure Virginia and her grandchildren have access to the resources they need. This month, two of her granddaughters were connected with school-required physicals and vaccinations when the Ronald McDonald Care Mobile visited the library. Receiving these services locally eliminated the need for Virginia to arrange transportation and travel to Zion, making healthcare much more accessible for her family. During her visit, Virginia shared with the case manager that she feels more at peace knowing she has a reliable support system to turn to when her family needs assistance. By providing accessible healthcare, essential resources, and ongoing case management, the library is helping reduce barriers and giving families like Virginia's the stability and support they need to thrive. *Names have been changed to maintain confidentiality.

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08/19/26

Accrual Basis

Highwood Public Library & Community Center

Balance Sheet w/Prior Month Comparison

As of July 31, 2026

	Jul 31, 26	Jun 30, 26	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	150.27	148.10	2.17	1.5%
10110 · Gift Cards on Hand				
10110.1 · Gift Cards-General	410.00	445.00	-35.00	-7.9%
10110.2 · Gift Cards-GEN Meal Assistance	800.00	800.00	0.00	0.0%
Total 10110 · Gift Cards on Hand	1,210.00	1,245.00	-35.00	-2.8%
10201 · BOH General Fund Chk. (3563)	252,858.40	351,881.93	-99,023.53	-28.1%
10203 · BOH General Money Market (2030)	13,715.64	13,661.91	53.73	0.4%
10206 · BOH Payroll Acct. Chk. (0133)	376.03	619.59	-243.56	-39.3%
10207 · BOH Convenience Fund Chk (2208)	3,109.02	2,900.90	208.12	7.2%
10216 · IMET Capital Impr. Fund (8102)	4,363.96	4,349.39	14.57	0.3%
10221 · IMET Reserve Fund (8101)	428,115.87	426,686.67	1,429.20	0.3%
Total 10000 · CASH & INVESTMENT ACCOUNTS	703,899.19	801,493.49	-97,594.30	-12.2%
Total Checking/Savings	703,899.19	801,493.49	-97,594.30	-12.2%
Other Current Assets				
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%
Total Other Current Assets	1,307,493.40	1,307,493.40	0.00	0.0%
Total Current Assets	2,011,392.59	2,108,986.89	-97,594.30	-4.6%
TOTAL ASSETS	2,011,392.59	2,108,986.89	-97,594.30	-4.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	59,869.20	50,933.59	8,935.61	17.5%
Total Accounts Payable	59,869.20	50,933.59	8,935.61	17.5%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	3,462.89	4,028.12	-565.23	-14.0%
Total 22000 · Payroll Liabilities	3,462.89	4,028.12	-565.23	-14.0%
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%
Total Other Current Liabilities	1,310,251.98	1,310,817.21	-565.23	0.0%
Total Current Liabilities	1,370,121.18	1,361,750.80	8,370.38	0.6%
Total Liabilities	1,370,121.18	1,361,750.80	8,370.38	0.6%
Equity				
32000 · Unrestricted Net Assets	625,974.16	625,974.16	0.00	0.0%
Net Income	15,297.25	121,261.93	-105,964.68	-87.4%
Total Equity	641,271.41	747,236.09	-105,964.68	-14.2%
TOTAL LIABILITIES & EQUITY	2,011,392.59	2,108,986.89	-97,594.30	-4.6%

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08/19/26

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through July 2026

	May - Jul 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	177,677.51	354,729.90	-177,052.39	50.1%
41200 · Tax Revenue - PPRT	0.00	3,200.00	-3,200.00	0.0%
41300 · Grants				
41305 · Per Capita Grant	0.00	7,400.00	-7,400.00	0.0%
41320 · Temp. Restricted Grant Programs	157,500.00	939,914.33	-782,414.33	16.8%
Total 41300 · Grants	157,500.00	947,314.33	-789,814.33	16.6%
41400 · Interest & Dividends	4,218.89	12,500.00	-8,281.11	33.8%
Total 41000 · GENERAL REVENUES	339,396.40	1,317,744.23	-978,347.83	25.8%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	22.00	194.00	-172.00	11.3%
42300 · Book Sales	269.74	600.00	-330.26	45.0%
42600 · Photocopy, Scan, & Fax Revenue	516.45	1,150.00	-633.55	44.9%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	603.05	2,227.16	-1,624.11	27.1%
42900.2 · Friends of the Library	194,000.00	1,143,675.00	-949,675.00	17.0%
Total 42900 · Gifts & Donations	194,603.05	1,145,902.16	-951,299.11	17.0%
Total 42000 · OPERATING REVENUES	195,411.24	1,147,846.16	-952,434.92	17.0%
49999 · Miscellaneous Income	18.17	75.00	-56.83	24.2%
Total Income	534,825.81	2,465,665.39	-1,930,839.58	21.7%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	40,672.21	191,939.97	-151,267.76	21.2%
51115 · IMRF Expense	1,582.22	7,383.33	-5,801.11	21.4%
51120 · Medical/Health Insurance	7,041.88	21,125.66	-14,083.78	33.3%
51130 · Life Insurance	93.16	304.56	-211.40	30.6%
51140 · Employer FICA	3,111.37	14,683.41	-11,572.04	21.2%
51999 · Payroll Processing Fees	556.80	2,939.19	-2,382.39	18.9%
Total 51000 · PERSONNEL & BENEFITS	53,057.64	238,376.12	-185,318.48	22.3%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	385.63	4,200.00	-3,814.37	9.2%
52100.2 · Books F - Children/Juvenile	1,545.09	2,625.00	-1,079.91	58.9%
52100.3 · Books F - Young Adult	1,517.80	3,150.00	-1,632.20	48.2%
52100.4 · Books F - Spanish Adult	90.51	1,050.00	-959.49	8.6%
52100.5 · Books F - Spanish Chld./Juv.	795.48	2,520.00	-1,724.52	31.6%
52100.6 · Books F - YA Spanish Fiction	695.81	2,100.00	-1,404.19	33.1%
Total 52100 · Books, Fiction	5,030.32	15,645.00	-10,614.68	32.2%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	487.40	3,255.00	-2,767.60	15.0%
52150.2 · Books NF - Children/Juvenile	962.74	2,835.00	-1,872.26	34.0%
52150.3 · Books NF - Young Adult	481.51	1,050.00	-568.49	45.9%
52150.4 · Books NF - Spanish	138.53	2,100.00	-1,961.47	6.6%
Total 52150 · Books, Non-Fiction	2,070.18	9,240.00	-7,169.82	22.4%
52200 · A/V Materials				
52200.1 · A/V - Adult	264.26	2,100.00	-1,835.74	12.6%
52200.2 · A/V - Children/Juvenile	281.59	1,155.00	-873.41	24.4%
52200.6 · A/V Games	290.89	1,200.00	-909.11	24.2%
Total 52200 · A/V Materials	836.74	4,455.00	-3,618.26	18.8%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	1,419.00	5,844.36	-4,425.36	24.3%
52350.4 · On-Line - eRead	1,350.00	1,350.00	0.00	100.0%
52350.5 · On-Line - Libby	533.00	800.00	-267.00	66.6%
Total 52350 · On-Line Resources	3,302.00	7,994.36	-4,692.36	41.3%
52400 · Periodicals				
52400.1 · Periodicals - Adult	940.17	4,798.22	-3,858.05	19.6%
52400.3 · Periodicals - Subscription Svc	444.17	621.00	-176.83	71.5%
Total 52400 · Periodicals	1,384.34	5,419.22	-4,034.88	25.5%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through July 2026

	May - Jul 26	Budget	\$ Over Budget	% of Budget
52650 · Processing Supplies	693.95	1,200.00	-506.05	57.8%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	13,317.53	43,953.58	-30,636.05	30.3%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	0.00	1,200.00	-1,200.00	0.0%
53100.2 · Program Fac- Young Adult	0.00	600.00	-600.00	0.0%
53100.3 · Program Fac- Child	1,192.25	1,500.00	-307.75	79.5%
Total 53100 · Library Program Facilitators	1,192.25	3,300.00	-2,107.75	36.1%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	257.92	3,000.00	-2,742.08	8.6%
53200.2 · Prog. Suppl. - Children	2,296.95	3,600.00	-1,303.05	63.8%
53200.3 · Prog. Suppl. - Young Adult	253.85	1,000.00	-746.15	25.4%
Total 53200 · Program Supplies	2,808.72	7,600.00	-4,791.28	37.0%
Total 53000 · PROGRAMMING	4,000.97	10,900.00	-6,899.03	36.7%
54000 · GRANT EXPENSES				
54110 · Contracted Services	84,806.80	496,723.80	-411,917.00	17.1%
54115 · Staff Development	1,019.85	13,620.00	-12,600.15	7.5%
54120 · Wages & Salaries	162,902.40	691,657.78	-528,755.38	23.6%
54125 · Bonuses/Overtime	0.00	60,663.00	-60,663.00	0.0%
54130 · Employer FICA	11,934.18	52,911.82	-40,977.64	22.6%
54131 · IMRF Expense	3,745.29	17,231.28	-13,485.99	21.7%
54132 · Medical/Dental Benefits	27,060.40	94,204.16	-67,143.76	28.7%
54135 · Grant Program Supplies	127,975.91	538,939.16	-410,963.25	23.7%
54136 · Grants - Capital Improvements	0.00	102,500.00	-102,500.00	0.0%
54185 · Grant Telecommunications	130.62	4,156.00	-4,025.38	3.1%
54196 · Liability/Property Insurance	3,153.00	2,839.00	314.00	111.1%
Total 54000 · GRANT EXPENSES	422,728.45	2,075,446.00	-1,652,717.55	20.4%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	1,871.42	3,800.00	-1,928.58	49.2%
55100.2 · Library Board Expense	0.00	600.00	-600.00	0.0%
Total 55100 · Library Board & Staff Expenses	1,871.42	4,400.00	-2,528.58	42.5%
55200 · Technology				
55200.1 · Circulation System (ILS)	0.00	1,270.50	-1,270.50	0.0%
55200.3 · Website	0.00	200.00	-200.00	0.0%
55200.5 · Hardware Purchases	377.57	6,707.16	-6,329.59	5.6%
55200.6 · Software	0.00	3,025.50	-3,025.50	0.0%
Total 55200 · Technology	377.57	11,203.16	-10,825.59	3.4%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	1,995.32	7,787.20	-5,791.88	25.6%
55400.3 · Membership Dues/Fees	2,488.06	2,424.50	63.56	102.6%
55400.4 · Licensing Fees	1,063.06	7,337.08	-6,274.02	14.5%
55400.5 · Postage & Shipping Fees	78.00	68.60	9.40	113.7%
55400.6 · Telecommunications/Internet	536.82	2,468.00	-1,931.18	21.8%
55400.8 · Liability/Property Insurance	7,051.00	11,581.65	-4,530.65	60.9%
55400.9 · Workers Compensation Insurance	3,000.00	2,848.86	151.14	105.3%
Total 55400 · General Office/Administration	16,212.26	34,515.89	-18,303.63	47.0%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	0.00	1,100.00	-1,100.00	0.0%
55500.7 · Newsletter	114.75	481.95	-367.20	23.8%
Total 55500 · Outreach & Public Relations	114.75	1,581.95	-1,467.20	7.3%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	33.14	139.96	-106.82	23.7%
55600.3 · Other Bank Fees	0.00	20.00	-20.00	0.0%
55600 · Bank/Svc. Fees & Fin. Charges - Other	34.50			
Total 55600 · Bank/Svc. Fees & Fin. Charges	67.64	159.96	-92.32	42.3%
Total 55000 · GENERAL ADMINISTRATION	18,643.64	51,860.96	-33,217.32	35.9%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	2,782.50	2,782.50	0.00	100.0%
56150 · Audit Services	0.00	4,200.00	-4,200.00	0.0%
56200 · Cleaning Services	3,276.00	19,656.00	-16,380.00	16.7%

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08/19/26

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through July 2026

	May - Jul 26	Budget	\$ Over Budget	% of Budget
56300 · IT/Computer Services	0.00	6,000.00	-6,000.00	0.0%
56400 · Legal Services	0.00	500.00	-500.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	842.06	3,885.97	-3,043.91	21.7%
56500.2 · Maintenance Svcs. - Exterior	879.77	2,525.00	-1,645.23	34.8%
56500.3 · Preventative Maintenance	0.00	4,880.00	-4,880.00	0.0%
Total 56500 · Maintenance Services	1,721.83	11,290.97	-9,569.14	15.2%
56600 · Hiring Services	0.00	700.00	-700.00	0.0%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	7,780.33	45,129.47	-37,349.14	17.2%
Total Expense	519,528.56	2,465,666.13	-1,946,137.57	21.1%
Net Ordinary Income	15,297.25	-0.74	15,297.99	-2,067,195.9%
Net Income	15,297.25	-0.74	15,297.99	-2,067,195.9%

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08/19/26

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

July 2026

	Jul 26	Jun 26	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	12,445.40	150,654.14	-138,208.74	-91.7%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	57,500.00	100,000.00	-42,500.00	-42.5%
Total 41300 · Grants	57,500.00	100,000.00	-42,500.00	-42.5%
41400 · Interest & Dividends	1,487.50	1,356.39	131.11	9.7%
Total 41000 · GENERAL REVENUES	71,432.90	252,010.53	-180,577.63	-71.7%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	17.00	5.00	12.00	240.0%
42300 · Book Sales	53.60	216.14	-162.54	-75.2%
42600 · Photocopy, Scan, & Fax Revenue	184.10	261.70	-77.60	-29.7%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	543.93	40.19	503.74	1,253.4%
42900.2 · Friends of the Library	0.00	194,000.00	-194,000.00	-100.0%
Total 42900 · Gifts & Donations	543.93	194,040.19	-193,496.26	-99.7%
Total 42000 · OPERATING REVENUES	798.63	194,523.03	-193,724.40	-99.6%
49999 · Miscellaneous Income	2.17	16.00	-13.83	-86.4%
Total Income	72,233.70	446,549.56	-374,315.86	-83.8%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	14,392.94	14,392.94	0.00	0.0%
51115 · IMRF Expense	567.98	567.98	0.00	0.0%
51120 · Medical/Health Insurance	3,520.94	1,760.47	1,760.47	100.0%
51130 · Life Insurance	50.76	21.20	29.56	139.4%
51140 · Employer FICA	1,101.06	1,101.06	0.00	0.0%
51999 · Payroll Processing Fees	134.00	211.40	-77.40	-36.6%
Total 51000 · PERSONNEL & BENEFITS	19,767.68	18,055.05	1,712.63	9.5%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	231.49	154.14	77.35	50.2%
52100.2 · Books F - Children/Juvenile	0.00	1,007.80	-1,007.80	-100.0%
52100.3 · Books F - Young Adult	354.76	457.48	-102.72	-22.5%
52100.4 · Books F - Spanish Adult	90.51	0.00	90.51	100.0%
52100.5 · Books F - Spanish Chld./Juv.	463.80	-16.88	480.68	2,847.6%
52100.6 · Books F - YA Spanish Fiction	269.96	261.99	7.97	3.0%
Total 52100 · Books, Fiction	1,410.52	1,864.53	-454.01	-24.4%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	317.20	101.40	215.80	212.8%
52150.2 · Books NF - Children/Juvenile	595.79	0.00	595.79	100.0%
52150.3 · Books NF - Young Adult	242.94	73.51	169.43	230.5%
52150.4 · Books NF - Spanish	94.55	43.98	50.57	115.0%
Total 52150 · Books, Non-Fiction	1,250.48	218.89	1,031.59	471.3%
52200 · A/V Materials				
52200.1 · A/V - Adult	264.26	0.00	264.26	100.0%
52200.2 · A/V - Children/Juvenile	281.59	0.00	281.59	100.0%
Total 52200 · A/V Materials	545.85	0.00	545.85	100.0%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	527.56	421.04	106.52	25.3%
52350.4 · On-Line - eRead	1,350.00	0.00	1,350.00	100.0%
52350.5 · On-Line - Libby	533.00	0.00	533.00	100.0%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

July 2026

	Jul 26	Jun 26	\$ Change	% Change
Total 52350 · On-Line Resources	2,410.56	421.04	1,989.52	472.5%
52400 · Periodicals				
52400.1 · Periodicals - Adult	44.00	44.00	0.00	0.0%
Total 52400 · Periodicals	44.00	44.00	0.00	0.0%
52650 · Processing Supplies	295.27	0.00	295.27	100.0%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	5,956.68	2,548.46	3,408.22	133.7%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.3 · Program Fac- Child	1,192.25	0.00	1,192.25	100.0%
Total 53100 · Library Program Facilitators	1,192.25	0.00	1,192.25	100.0%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	110.23	57.57	52.66	91.5%
53200.2 · Prog. Suppl. - Children	606.58	1,239.81	-633.23	-51.1%
53200.3 · Prog. Suppl. - Young Adult	117.05	81.52	35.53	43.6%
Total 53200 · Program Supplies	833.86	1,378.90	-545.04	-39.5%
Total 53000 · PROGRAMMING	2,026.11	1,378.90	647.21	46.9%
54000 · GRANT EXPENSES				
54110 · Contracted Services	32,087.00	32,494.75	-407.75	-1.3%
54115 · Staff Development	331.22	281.80	49.42	17.5%
54120 · Wages & Salaries	43,171.96	49,571.15	-6,399.19	-12.9%
54130 · Employer FICA	3,093.80	3,579.50	-485.70	-13.6%
54131 · IMRF Expense	815.02	1,053.31	-238.29	-22.6%
54132 · Medical/Dental Benefits	16,224.40	5,418.00	10,806.40	199.5%
54135 · Grant Program Supplies	48,564.34	40,520.20	8,044.14	19.9%
54185 · Grant Telecommunications	0.00	69.34	-69.34	-100.0%
54196 · Liability/Property Insurance	0.00	3,153.00	-3,153.00	-100.0%
Total 54000 · GRANT EXPENSES	144,287.74	136,141.05	8,146.69	6.0%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	446.00	1,425.42	-979.42	-68.7%
Total 55100 · Library Board & Staff Expenses	446.00	1,425.42	-979.42	-68.7%
55200 · Technology				
55200.5 · Hardware Purchases	159.97	97.60	62.37	63.9%
Total 55200 · Technology	159.97	97.60	62.37	63.9%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	585.03	929.14	-344.11	-37.0%
55400.3 · Membership Dues/Fees	2,213.06	0.00	2,213.06	100.0%
55400.4 · Licensing Fees	445.00	407.56	37.44	9.2%
55400.5 · Postage & Shipping Fees	0.00	78.00	-78.00	-100.0%
55400.6 · Telecommunications/Internet	103.98	218.37	-114.39	-52.4%
55400.8 · Liability/Property Insurance	0.00	0.00	0.00	0.0%
55400.9 · Workers Compensation Insurance	0.00	3,000.00	-3,000.00	-100.0%
Total 55400 · General Office/Administration	3,347.07	4,633.07	-1,286.00	-27.8%
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	7.46	12.52	-5.06	-40.4%
55600.3 · Other Bank Fees	0.00	-10.00	10.00	100.0%
55600 · Bank/Svc. Fees & Fin. Charges - Other	11.50	21.50	-10.00	-46.5%

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08/19/26

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

July 2026

	Jul 26	Jun 26	\$ Change	% Change
Total 55600 · Bank/Svc. Fees & Fin. Charges	18.96	24.02	-5.06	-21.1%
Total 55000 · GENERAL ADMINISTRATION	4,010.25	6,218.36	-2,208.11	-35.5%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	0.00	2,782.50	-2,782.50	-100.0%
56200 · Cleaning Services	1,638.00	1,638.00	0.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	61.53	584.39	-522.86	-89.5%
56500.2 · Maintenance Svcs. - Exterior	450.39	409.38	41.01	10.0%
Total 56500 · Maintenance Services	511.92	993.77	-481.85	-48.5%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	2,149.92	5,414.27	-3,264.35	-60.3%
Total Expense	178,198.38	169,756.09	8,442.29	5.0%
Net Ordinary Income	-105,964.68	276,793.47	-382,758.15	-138.3%
Net Income	-105,964.68	276,793.47	-382,758.15	-138.3%

Highwood Public Library & Community Center
Check Detail
July 28 through August 19, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	07/31/2026	Aldi	CRT Groceries	10207 · BOH Convenience Fund Chk (2208)	-290.23
Bill	07222026	07/22/2026		CRT Groceries	54135 · Grant Program Supplies	290.23
TOTAL						290.23
Bill Pmt -Check	Debit Card	07/31/2026	Amazon.com		10207 · BOH Convenience Fund Chk (2208)	-4,495.24
Bill	11380239108133812	07/01/2026		Library Cleaning Supplies	55400.2 · Office/Library Supplies	60.40
Bill	11340348543318662	07/01/2026		YA Program Supplies	54135 · Grant Program Supplies	60.38
Bill	11320903896359450	07/01/2026		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	33.53
Bill	11306600617421004	07/01/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	88.52
Bill	11314976605644207	07/01/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	43.37
Bill	11355687182060268	07/01/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	118.08
Bill	11355687182060268-2	07/01/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	19.99
Bill	11303272412852245	07/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	35.26
Bill	11349536600576227	07/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	19.68
Bill	11378611404607406	07/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	51.36
Bill	11333775757273035	07/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	65.04
Bill	11333775757273035-2	07/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	11.54
Bill	11333775757273035-3	07/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	45.61
Bill	11335763554797028	07/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	117.28
Bill	11375376976222640	07/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	8.99
Bill	11304637311833867	07/02/2026		Linrary Cleaning & Office Supplies	55400.2 · Office/Library Supplies	43.95
Bill	11168407002635452	07/03/2026		Books NF - Spanish	52150.4 · Books NF - Spanish	21.99
Bill	11130608590894665	07/06/2026		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	69.07
Bill	11168741165637804	07/06/2026		Children's SRP Prizes	54135 · Grant Program Supplies	111.47
Bill	11377197455113063	07/08/2026		Prog. Suppl. - Adult	53200.1 · Prog. Suppl. - Adult	18.99
Bill	1134484163402657	07/08/2026		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	51.21
Bill	11344554621771440	07/09/2026		A/V - Adult	52200.1 · A/V - Adult	48.70
Bill	11258069833647450	07/09/2026		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	595.79
Bill	11241114981394657	07/09/2026		(6) File Boxes	55400.2 · Office/Library Supplies	23.00
Bill	11303272412852245-2	07/10/2026		11303272412852245 Replacement	52100.3 · Books F - Young Adult	17.10
Bill	11315889749953026	07/13/2026		PNG Nonfiction Books	54135 · Grant Program Supplies	158.08
Bill	11215907554769856	07/13/2026		Prog. Suppl. - Adult	53200.1 · Prog. Suppl. - Adult	11.24
Bill	11143924116309860	07/13/2026		Library Office & Cleaning Supplies	55400.2 · Office/Library Supplies	31.22
Bill	11149769960585004	07/13/2026		Library Office & Cleaning Supplies	55400.2 · Office/Library Supplies	71.49
Bill	11374151899373046	07/13/2026		Books NF - Young Adult	52150.3 · Books NF - Young Adult	242.94
Bill	11265963974304215	07/14/2026		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	463.80
Bill	11116787081662621	07/14/2026		Summer Resource Fair Supplies	54135 · Grant Program Supplies	41.97
Bill	11120244757249837	07/14/2026		Summer Resource Fair Supplies	54135 · Grant Program Supplies	75.99
Bill	11132476495966649	07/15/2026		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	89.47
Bill	11192813687863454	07/15/2026		A/V - Children/Juvenile	52200.2 · A/V - Children/Juvenile	11.64
Bill	11160618659555443	07/15/2026		A/V - Children/Juvenile	52200.2 · A/V - Children/Juvenile	269.95
Bill	11367450077439448	07/15/2026		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	12.99
Bill	11202739494972203	07/16/2026		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	14.49
Bill	11245433912058608	07/16/2026		(2) Air Purifiers - Refunded	55400.2 · Office/Library Supplies	46.38
Bill	11448021413141004	07/20/2026		(10) Key Fob Batteries	56500.1 · Maintenance Svcs. - Interior	9.76
Bill	11181548056083437	07/20/2026		Children's SRP Prizes	54135 · Grant Program Supplies	123.32
Bill	11123526992800263	07/21/2026		A/V - Adult	52200.1 · A/V - Adult	17.95
Bill	11191559947246652	07/21/2026		A/V - Adult	52200.1 · A/V - Adult	197.61
Bill	11167276487334624	07/21/2026		Kitchen & Cleaning Supplies	55400.2 · Office/Library Supplies	29.28
Bill	11331221270165822	07/22/2026		(800) 2.25 Button Blanks	54135 · Grant Program Supplies	26.99
Bill	11147102714745028	07/27/2026		Fall Children's Program Supplies	53200.2 · Prog. Suppl. - Children	15.83

Highwood Public Library & Community Center
Check Detail
July 28 through August 19, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11191892277883423	07/27/2026		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	417.72
Bill	11358981951463404	07/27/2026		YA Program Supplies	54135 · Grant Program Supplies	39.95
Bill	11252775741981021	07/28/2026		Books NF - Spanish	52150.4 · Books NF - Spanish	24.81
Bill	11297578233751464	07/28/2026		(500) Envelopes	55400.2 · Office/Library Supplies	33.07
Bill	11291333450437820	07/28/2026		Books NF - Spanish	52150.4 · Books NF - Spanish	47.75
				Books NF - Adult	52150.1 · Books NF - Adult	32.59
Bill	11188406411045039	07/28/2026		Office Supplies	55400.2 · Office/Library Supplies	7.54
Bill	11131971356270662	07/28/2026		Library Cleaning Supplies	55400.2 · Office/Library Supplies	41.98
Bill	11459410254869869	07/30/2026		Carpet Deoderizer	56500.1 · Maintenance Svcs. - Interior	16.63
Bill	11202032225825026	07/31/2026		Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	90.51
TOTAL						4,495.24
Bill Pmt -Check	Debit Card	07/31/2026	Barnes & Noble		10207 · BOH Convenience Fund Chk (2208)	-516.10
Bill	07202026	07/20/2026		Books F - Adult	52100.1 · Books F - Adult	231.49
Bill	07202026-2	07/20/2026		Books NF - Adult	52150.1 · Books NF - Adult	284.61
TOTAL						516.10
Bill Pmt -Check	Debit Card	07/31/2026	Best Buy		10207 · BOH Convenience Fund Chk (2208)	-6,134.88
Bill	07242026	07/24/2026		(1) Digital Navigation Participant Laptops	54135 · Grant Program Supplies	499.99
Bill	07252026	07/25/2026		(3) Digital Navigation Participant Laptops	54135 · Grant Program Supplies	1,634.97
Bill	07242026-2	07/24/2026		(3) Digital Navigation Participant Laptops	54135 · Grant Program Supplies	1,499.97
Bill	07242026-3	07/24/2026		(5) Digital Navigation Participant Laptops	54135 · Grant Program Supplies	2,499.95
TOTAL						6,134.88
Bill Pmt -Check	Debit Card	07/31/2026	Comcast	Telecom Services for 06/16-07/15/26	10207 · BOH Convenience Fund Chk (2208)	-160.47
Bill	06092026	06/09/2026		Telecom Services for 06/16-07/15/26	55400.6 · Telecommunications/Internet	160.47
TOTAL						160.47
Bill Pmt -Check	Debit Card	07/31/2026	Costco		10207 · BOH Convenience Fund Chk (2208)	-172.32
Bill	07272026	07/27/2026		Costco Membership Fee 7/27/26-7/27/27	55400.3 · Membership Dues/Fees	65.00
Bill	07282026	07/28/2026		Summer Resource Fair Supplies	54135 · Grant Program Supplies	28.97
				Library Cleaning Supplies	55400.2 · Office/Library Supplies	78.35
TOTAL						172.32
Bill Pmt -Check	Debit Card	07/31/2026	D's Coffee Shop		10207 · BOH Convenience Fund Chk (2208)	-300.15
Bill	07072026	07/07/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	100.05
Bill	07142026	07/14/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	100.05
Bill	07212026	07/21/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	100.05
TOTAL						300.15
Bill Pmt -Check	Debit Card	07/31/2026	Demco		10207 · BOH Convenience Fund Chk (2208)	-295.27
Bill	6183033100	07/02/2026		Processing Supplies	52650 · Processing Supplies	173.46
Bill	6195055000	07/14/2026		Processing Supplies	52650 · Processing Supplies	54.76
Bill	6198020000	07/17/2026		Processing Supplies	52650 · Processing Supplies	67.05
TOTAL						295.27
Bill Pmt -Check	Debit Card	07/31/2026	Donorbox	June 2026 LGL Integration	10207 · BOH Convenience Fund Chk (2208)	-48.35

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	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	528522	07/01/2026		June 2026 LGL Integration	54135 · Grant Program Supplies	3.35
					June 2026 LGL Integration	54135 · Grant Program Supplies	45.00
							48.35
	Bill Pmt -Check	Debit Card	07/31/2026	eBay		10207 · BOH Convenience Fund Chk (2208)	-2,670.91
TOTAL	Bill	25-14920-85881-2	07/24/2026		Wireless Headset	55200.5 · Hardware Purchases	94.99
	Bill	25-14920-85881	07/26/2026		Wireless Headset	55200.5 · Hardware Purchases	64.98
	Bill	18-14926-09935	07/24/2026		(6) Digital Navigation Participant Laptops	54135 · Grant Program Supplies	2,510.94
							2,670.91
	Bill Pmt -Check	Debit Card	07/31/2026	Educational Products Inc.	School Supplies for Kids	10207 · BOH Convenience Fund Chk (2208)	-1,626.66
TOTAL	Bill		07/09/2026		School Supplies for Kids	54135 · Grant Program Supplies	1,626.66
							1,626.66
	Bill Pmt -Check	Debit Card	07/31/2026	El Rey Del Pollo Asado	Staff Recognition Supplies	10207 · BOH Convenience Fund Chk (2208)	-136.00
TOTAL	Bill	07152026	07/15/2026		Staff Recognition Supplies	54115 · Staff Development	136.00
							136.00
	Bill Pmt -Check	Debit Card	07/31/2026	Global Leadership Summit		10207 · BOH Convenience Fund Chk (2208)	-88.50
TOTAL	Bill	07222026	07/22/2026		Global Leadership Summit - D. Guerrero	54115 · Staff Development	30.00
	Bill	07302026	07/30/2026		Global Leadership Summit - L. Ramirez	54115 · Staff Development	28.50
	Bill	07312026	07/31/2026		Global Leadership Summit - A. Santos	54115 · Staff Development	30.00
							88.50
	Bill Pmt -Check	Debit Card	07/31/2026	Google		10207 · BOH Convenience Fund Chk (2208)	-459.91
TOTAL	Bill	5628922059	06/30/2026		Google Telecom for June 2026	54185 · Grant Telecommunications	52.35
	Bill	5607655790	06/30/2026		Google Workspace for 06/01-06/30/26	55400.4 · Licensing Fees	407.56
							459.91
	Bill Pmt -Check	Debit Card	07/31/2026	Highwood Cafe		10207 · BOH Convenience Fund Chk (2208)	-60.00
TOTAL	Bill	07062026	07/06/2026		Prog. Suppl. - Adult	53200.1 · Prog. Suppl. - Adult	20.00
	Bill	07162026	07/16/2026		Staff Recognition Supplies	54115 · Staff Development	40.00
							60.00
	Bill Pmt -Check	Debit Card	07/31/2026	House of Rental	Summer Reading Event Inflatables	10207 · BOH Convenience Fund Chk (2208)	-592.25
TOTAL	Bill	07092026	07/09/2026		Summer Reading Event Inflatables	53100.3 · Program Fac- Child	592.25
							592.25
	Bill Pmt -Check	Debit Card	07/31/2026	Illinois Library Association	ILA Conference - L. Hegedus	10207 · BOH Convenience Fund Chk (2208)	-280.00
TOTAL	Bill	337930	07/13/2026		ILA Conference - L. Hegedus	55100.1 · Staff Development	280.00
							280.00
	Bill Pmt -Check	Debit Card	07/31/2026	Jewel		10207 · BOH Convenience Fund Chk (2208)	-411.40

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Type	Num	Date	Name	Memo	Account	Original Amount
Bill	07022026	07/02/2026		Charlas Supplies	54135 · Grant Program Supplies	23.48
Bill	07072026	07/07/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	20.70
Bill	07072026-2	07/07/2026		CRT Groceries	54135 · Grant Program Supplies	105.86
Bill	07092026	07/09/2026		Charlas Supplies	54135 · Grant Program Supplies	23.45
Bill	07102026	07/10/2026		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	19.32
Bill	07162026	07/16/2026		Charlas Supplies	54135 · Grant Program Supplies	23.96
Bill	07212026	07/21/2026		Senior Lunch Supplies	54135 · Grant Program Supplies	21.19
Bill	07222026	07/22/2026		Charlas Supplies	54135 · Grant Program Supplies	28.04
Bill	07282026	07/28/2026		Senior Lunch Supplies	54135 · Grant Program Supplies	21.09
Bill	07282026-2	07/28/2026		YA Program Supplies	54135 · Grant Program Supplies	57.78
Bill	07292026	07/29/2026		Charlas Supplies	54135 · Grant Program Supplies	31.32
Bill	07232026	07/23/2026		Staff Recognition Supplies	54115 · Staff Development	35.21
TOTAL						411.40
Bill Pmt -Check	Debit Card	07/31/2026	Mailchimp	Monthly Subscription 07/12-08/11/26	10207 · BOH Convenience Fund Chk (2208)	-38.25
Bill	MC19104471	07/12/2026		Monthly Subscription 07/12-08/11/26	55500.7 · Newsletter	38.25
TOTAL						38.25
Bill Pmt -Check	Debit Card	07/31/2026	Mariano's	Staff Recognition Supplies	10207 · BOH Convenience Fund Chk (2208)	-16.51
Bill	07162026	07/16/2026		Staff Recognition Supplies	54115 · Staff Development	16.51
TOTAL						16.51
Bill Pmt -Check	Debit Card	07/31/2026	Simple Practice	Appointment Scheduler for 07/03-08/03/26	10207 · BOH Convenience Fund Chk (2208)	-247.00
Bill	724EA5F5-0063	07/03/2026		Appointment Scheduler for 07/03-08/03/26	54135 · Grant Program Supplies	247.00
TOTAL						247.00
Bill Pmt -Check	Debit Card	07/31/2026	Smartpress	Annual Appeal Materials Materials	10207 · BOH Convenience Fund Chk (2208)	-1,276.51
Bill	2016285	07/08/2026		Annual Appeal Materials Materials	54135 · Grant Program Supplies	1,276.51
TOTAL						1,276.51
Bill Pmt -Check	Debit Card	07/31/2026	T-Mobile	Internet Service 06/22-07/21/26	10207 · BOH Convenience Fund Chk (2208)	-10.00
Bill	06212026	06/21/2026		Internet Service 06/22-07/21/26	55400.6 · Telecommunications/Internet	10.00
TOTAL						10.00
Bill Pmt -Check	Debit Card	07/31/2026	Target	HEPA Filter	10207 · BOH Convenience Fund Chk (2208)	-135.39
Bill	07152026	07/15/2026		HEPA Filter	55400.2 · Office/Library Supplies	135.39
TOTAL						135.39
Bill Pmt -Check	Debit Card	07/31/2026	USA Today	Newspaper Subscription 08/01-08/31/26	10207 · BOH Convenience Fund Chk (2208)	-44.00
Bill	07242026	07/24/2026		Newspaper Subscription 08/01-08/31/26	52400.1 · Periodicals - Adult	44.00
TOTAL						44.00
Bill Pmt -Check	Debit Card	07/31/2026	Vivint, Inc.	Smart Home Service 07/16/26-08/15/26	10207 · BOH Convenience Fund Chk (2208)	-35.14
Bill	252429698	07/16/2026		Smart Home Service 07/16/26-08/15/26	56500.1 · Maintenance Svcs. - Interior	35.14
TOTAL						35.14

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	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	Debit Card	07/31/2026	Walgreens	Senior Lunches Supplies	10207 · BOH Convenience Fund Chk (2208)	-8.14
	Bill	07142026	07/14/2026		Senior Lunches Supplies	54135 · Grant Program Supplies	8.14
TOTAL							8.14
	Bill Pmt -Check	3745	08/19/2026	2nd Chance, New Opportunity	Counseling Services Rendered in July 2026	10201 · BOH General Fund Chk. (3563)	-1,105.00
	Bill	102	08/01/2026		Counseling Services Rendered in July 2026	54110 · Contracted Services	1,105.00
TOTAL							1,105.00
	Bill Pmt -Check	3746	08/19/2026	Aerex Pest Control Service, Inc.	Quarterly Pest Control Service	10201 · BOH General Fund Chk. (3563)	-111.00
	Bill	2694363	08/10/2026		Quarterly Pest Control Service	56500.1 · Maintenance Svcs. - Interior	111.00
TOTAL							111.00
	Bill Pmt -Check	3747	08/19/2026	Arteaga, Axel		10201 · BOH General Fund Chk. (3563)	-3,415.50
	Bill	001-7	07/31/2026		Case Management Contracted Services Rendered for July 2026	54110 · Contracted Services	2,315.50
	Bill	001-8	08/04/2026		Case Management Contracted Services Rendered for August 2026	54110 · Contracted Services	1,100.00
TOTAL							3,415.50
	Bill Pmt -Check	3748	08/19/2026	Beteta Hernandez, Ximena	Contracted Marketing Support for August 2026	10201 · BOH General Fund Chk. (3563)	-1,512.00
	Bill	08032026	08/03/2026		Contracted Marketing Support for August 2026	54110 · Contracted Services	1,512.00
TOTAL							1,512.00
	Bill Pmt -Check	3749	08/19/2026	Brito, Carolina	August 2026 Counseling Services	10201 · BOH General Fund Chk. (3563)	-2,205.00
	Bill	08012026	08/01/2026		August 2026 Counseling Services	54110 · Contracted Services	2,205.00
TOTAL							2,205.00
	Bill Pmt -Check	3750	08/19/2026	Carlson, Nova	YA Facilitator Contracted Services for August 2026	10201 · BOH General Fund Chk. (3563)	-198.00
	Bill	08012026	08/01/2026		YA Facilitator Contracted Services for August 2026	54110 · Contracted Services	198.00
TOTAL							198.00
	Bill Pmt -Check	3751	08/19/2026	City of Highwood.		10201 · BOH General Fund Chk. (3563)	-13,430.25
	Bill	2026-August	07/28/2026		August 2026 EE Medical Insurance	51120 · Medical/Health Insurance	1,760.47
					August 2026 EE Life Insurance	51130 · Life Insurance	25.38
					August EE 2026 Medical, Dental, Health & Life Insurance	54132 · Medical/Dental Benefits	110.88
					August EE 2026 Medical, Dental, Health & Life Insurance	54132 · Medical/Dental Benefits	3,296.79
					August EE 2026 Medical, Dental, Health & Life Insurance	54132 · Medical/Dental Benefits	966.09
					August EE 2026 Medical, Dental, Health & Life Insurance	54132 · Medical/Dental Benefits	3,536.41
					August EE 2026 Medical, Dental, Health & Life Insurance	54132 · Medical/Dental Benefits	453.75
	Bill	July 2026 IMRF	08/01/2026		IMRF Payment for July 2026	22100 · IMRF W/H Payable	3,280.48
TOTAL							13,430.25
	Bill Pmt -Check	3752	08/19/2026	Community Youth Network, Inc.	Contracted Counseling Services for July 2026	10201 · BOH General Fund Chk. (3563)	-650.00
	Bill	31528	07/31/2026		Contracted Counseling Services for July 2026	54110 · Contracted Services	650.00
TOTAL							650.00

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	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	3753	08/19/2026	Consuelo, Inc.	Therapy Services for August 2026	10201 · BOH General Fund Chk. (3563)	-2,400.00
	Bill	1094	08/04/2026	NorthShore University HealthSystem	Therapy Services for August 2026	54110 · Contracted Services	2,400.00
TOTAL							2,400.00
	Bill Pmt -Check	3754	08/19/2026	Diaz-Simon, Byron		10201 · BOH General Fund Chk. (3563)	-322.50
	Bill	07272026	07/27/2026		LCWF Training Transportation Reimbursement	54115 · Staff Development	7.50
	Bill	07302026	07/30/2026		YA Department Contracted Services for 7/16-8/10/2026	54110 · Contracted Services	315.00
TOTAL							322.50
	Bill Pmt -Check	3755	08/19/2026	Family Service of Glencoe	Contracted Counseling Services for July 2026	10201 · BOH General Fund Chk. (3563)	-1,560.00
	Bill	1429	07/29/2026		Contracted Counseling Services for July 2026	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	3756	08/19/2026	Giraldo, Alexander	Contracted Marketing Support for August 2026	10201 · BOH General Fund Chk. (3563)	-630.00
	Bill	07292026	07/29/2026		Contracted Marketing Support for August 2026	54110 · Contracted Services	299.00
					Contracted Marketing Support for August 2026	54110 · Contracted Services	331.00
TOTAL							630.00
	Bill Pmt -Check	3757	08/19/2026	Gonzalez, Viridiana	Art Therapy Program Supplies Reimbursement	10201 · BOH General Fund Chk. (3563)	-91.26
	Bill	07212026	07/21/2026		Art Therapy Program Supplies Reimbursement	54135 · Grant Program Supplies	91.26
TOTAL							91.26
	Bill Pmt -Check	3758	08/19/2026	Hernandez, Jose M.	Community Health Worker Services Rendered for July 2026	10201 · BOH General Fund Chk. (3563)	-1,323.00
	Bill	016-2	07/02/2026		Community Health Worker Services Rendered for July 2026	54110 · Contracted Services	1,323.00
TOTAL							1,323.00
	Bill Pmt -Check	3759	08/19/2026	Highwood Rec Center	Zumba Basement Fee - July 2026	10201 · BOH General Fund Chk. (3563)	-140.00
	Bill	41767	07/28/2026		Zumba Basement Fee - July 2026	54135 · Grant Program Supplies	140.00
TOTAL							140.00
	Bill Pmt -Check	3760	08/19/2026	Hollis, Anthony	June & July Grounds Care	10201 · BOH General Fund Chk. (3563)	-50.00
	Bill	07312026	07/31/2026		June & July Grounds Care	56500.2 · Maintenance Svcs. - Exterior	50.00
TOTAL							50.00
	Bill Pmt -Check	3761	08/19/2026	Hoopla	July 2026 Usage	10201 · BOH General Fund Chk. (3563)	-527.56
	Bill	509221112	07/31/2026		July 2026 Usage	52350.3 · On-Line - Hoopla	527.56
TOTAL							527.56
	Bill Pmt -Check	3762	08/19/2026	Hospodarsky, Lucy	Planter Flowers Reimbursement	10201 · BOH General Fund Chk. (3563)	-47.50
	Bill	07302026	07/30/2026		Planter Flowers Reimbursement	56500.2 · Maintenance Svcs. - Exterior	47.50
TOTAL							47.50

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	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	3763	08/19/2026	IHLS-OCLC	GL6	10201 · BOH General Fund Chk. (3563)	-248.06
	Bill	34288	07/21/2026		OCLC Service Fee 7/1/26-6/30/27	55400.3 · Membership Dues/Fees	248.06
TOTAL							248.06
	Bill Pmt -Check	3764	08/19/2026	Jauregui, Manuel	LCWF Training Transportation Reimbursement	10201 · BOH General Fund Chk. (3563)	-7.50
	Bill	07272026	07/27/2026		LCWF Training Transportation Reimbursement	54115 · Staff Development	7.50
TOTAL							7.50
	Bill Pmt -Check	3765	08/19/2026	Lara, Maria	August 2026 Professional Cleaning Services	10201 · BOH General Fund Chk. (3563)	-1,638.00
	Bill	08032026	08/03/2026		August 2026 Professional Cleaning Services	56200 · Cleaning Services	1,638.00
TOTAL							1,638.00
	Bill Pmt -Check	3766	08/19/2026	Levy, Marcos	Building Maintenence Services Rendered for June & July 2026	10201 · BOH General Fund Chk. (3563)	-1,000.00
	Bill	INV-2026-0801	08/01/2026		Building Maintenence Services Rendered for June & July 2026	54110 · Contracted Services	1,000.00
TOTAL							1,000.00
	Bill Pmt -Check	3767	08/19/2026	Lomeli, Itzayana Rocio Gonzalez	Digital Navigation Contractual Support for August 2026	10201 · BOH General Fund Chk. (3563)	-1,104.00
	Bill	08012026	08/01/2026		Digital Navigation Contractual Support for August 2026	54110 · Contracted Services	1,104.00
TOTAL							1,104.00
	Bill Pmt -Check	3768	08/19/2026	Mak, Maria Teresa		10201 · BOH General Fund Chk. (3563)	-3,108.00
	Bill	7	07/31/2026		Donor Database Support Contracted Services for July 2026	54110 · Contracted Services	1,512.00
	Bill	6	07/31/2026		Community Support Contracted Services for July 2026	54110 · Contracted Services	1,596.00
TOTAL							3,108.00
	Bill Pmt -Check	3769	08/19/2026	Mead, Piper	Community Support Contracted Services for July 2026	10201 · BOH General Fund Chk. (3563)	-630.00
	Bill	J4	07/01/2026		Community Support Contracted Services for July 2026	54110 · Contracted Services	630.00
TOTAL							630.00
	Bill Pmt -Check	3770	08/19/2026	Mejia, Cecilia A Limon	Community Support Contracted Services for July 2026	10201 · BOH General Fund Chk. (3563)	-819.00
	Bill	001-6	07/01/2026		Community Support Contracted Services for July 2026	54110 · Contracted Services	819.00
TOTAL							819.00
	Bill Pmt -Check	3771	08/19/2026	Patel, Kush	August 2026 Adult Digital Literacy Education & Engagement	10201 · BOH General Fund Chk. (3563)	-736.00
	Bill	08012026	08/01/2026		August 2026 Adult Digital Literacy Education & Engagement	54110 · Contracted Services	736.00
TOTAL							736.00
	Bill Pmt -Check	3772	08/19/2026	RAILS		10201 · BOH General Fund Chk. (3563)	-1,750.00
	Bill	16033	07/17/2026		HR Source Membership Fee - 07/01/26-06/30/27	55400.3 · Membership Dues/Fees	400.00
	Bill	16267	07/30/2026		eRead Illinois - Palace Project Membership Fee 7/1/25-6/30/26	52350.4 · On-Line - eRead	1,350.00
TOTAL							1,750.00
	Bill Pmt -Check	3773	08/19/2026	Simon Pina, Beatriz	August 2026 Adult Digital Literacy Education & Engagement	10201 · BOH General Fund Chk. (3563)	-2,944.00

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	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	08032026	08/03/2026		August 2026 Adult Digital Literacy Education & Engagement	54110 · Contracted Services	2,944.00
							2,944.00
	Bill Pmt -Check	3774	08/19/2026	Spanish Adult Literacy Consultant	Digital Navigation Services for 08/01-08/16/2026	10201 · BOH General Fund Chk. (3563)	-2,993.00
TOTAL	Bill	08032026	08/03/2026		Digital Navigation Services for 08/01-08/16/2026	54110 · Contracted Services	2,993.00
							2,993.00
	Bill Pmt -Check	3775	08/19/2026	Sunset Foods	Community Response Groceries for July 2026	10201 · BOH General Fund Chk. (3563)	-34,980.45
TOTAL	Bill	0731	07/31/2026		Community Response Groceries for July 2026	54135 · Grant Program Supplies	34,980.45
							34,980.45
	Bill Pmt -Check	3776	08/19/2026	The I.T. Connection Inc.	Telephone Service for July 2026	10201 · BOH General Fund Chk. (3563)	-44.94
TOTAL	Bill	12669	07/31/2026		Telephone Service for July 2026	55400.6 · Telecommunications/Internet	44.94
							44.94
	Bill Pmt -Check	3777	08/19/2026	Today's Business Solutions, Inc.	ePrint License 9/21/2026-9/20/2027	10201 · BOH General Fund Chk. (3563)	-445.00
TOTAL	Bill	20421	07/29/2026		ePrint License 9/21/2026-9/20/2027	55400.4 · Licensing Fees	445.00
							445.00
	Bill Pmt -Check	3778	08/19/2026	Valadez Finest Landscape	July 2026 Lawn Service	10201 · BOH General Fund Chk. (3563)	-130.00
TOTAL	Bill	07102026	07/10/2026		July 2026 Lawn Service	56500.2 · Maintenance Svcs. - Exterior	130.00
							130.00
	Bill Pmt -Check	3779	08/19/2026	Vazquez, Fabiola Hernandez	August Community Health Education & Engagement	10201 · BOH General Fund Chk. (3563)	-1,638.00
TOTAL	Bill	08032026	08/03/2026		August Community Health Education & Engagement	54110 · Contracted Services	1,104.55
					August Community Health Education & Engagement	54110 · Contracted Services	346.67
					August Community Health Education & Engagement	54110 · Contracted Services	186.78
							1,638.00
	Bill Pmt -Check	3780	08/19/2026	Vergara Castrejon, Oralia	August Zumba Instructor Services	10201 · BOH General Fund Chk. (3563)	-150.00
TOTAL	Bill	08012026	08/01/2026		August Zumba Instructor Services	54110 · Contracted Services	150.00
							150.00
	Bill Pmt -Check	3781	08/19/2026	Wence, Diana	Kitchen Supplies Reimbursement	10201 · BOH General Fund Chk. (3563)	-29.36
TOTAL	Bill	07022026	07/02/2026		Kitchen Supplies Reimbursement	55400.2 · Office/Library Supplies	29.36
							29.36